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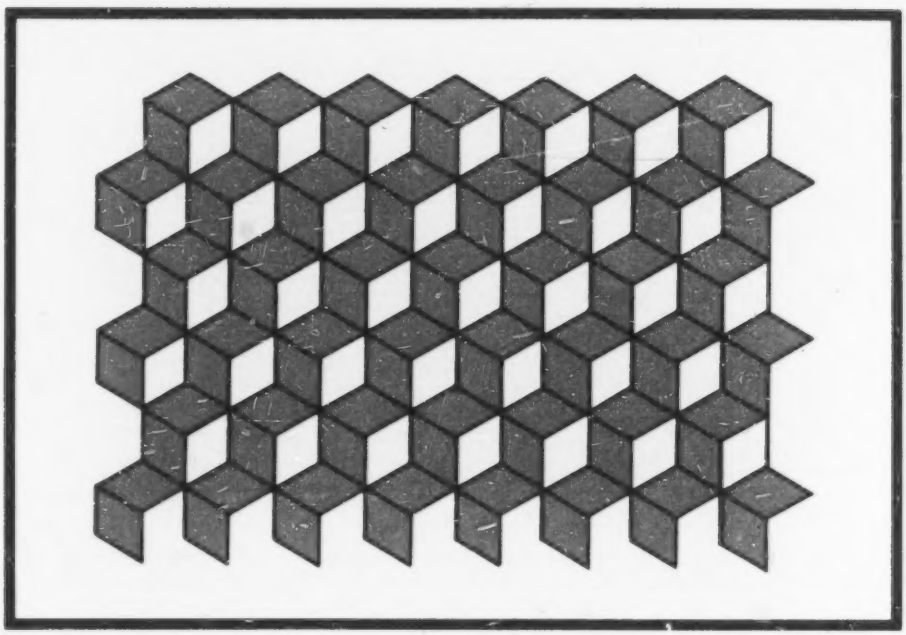
AMS 1986 Office Salaries Report



Salary averages and ranges for 20 "benchmark" clerical positions

Administrative Management Society, Willow Grove, PA

AMS
1986
Office Salaries Report

Salary and benefit information for office employees in the United States and Canada

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AMS Chapters in the United States and Canada

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1 Bridgeport, Shelton, Trumbull, New Haven, Fairfield, Stamford, Norwalk, Westport
2 Des Plaines, Schaumburg, Deerfield, Oak Brook, Elmhurst
3 Davenport, IA; Moline, E. Moline, Rock Island, IL
4 Grand Rapids, Big Rapids, Wyoming, Muskegon, Zeeland
5 Norristown, Ambler, King of Prussia, Harleysville
6 Newark, East Orange, Summit, Clifton, Elizabeth, Morristown
7 Raleigh, Durham, Henderson
8 Stamford, Old Greenwich, Wilton, Danbury, Darien

AMS Management Information Committee

OBJECTIVES

To provide up-to-date information on various aspects of management through survey activities and to disseminate this data through appropriate society committees and members; and to make this information available to other professional organizations, managers and educators.

The AMS salary survey data shall reveal trends and the going job rate for comparable jobs in the business community. This does not include starting hire rates or salary ranges.

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Introduction

The AMS Management Information Committee is pleased to present the results of the 40th annual salary survey of office employees. This survey is made possible through the cooperation of the network of AMS chapters in cities throughout the United States and Canada. Input has been provided by AMS member and non-member companies through the efforts of a salary survey coordinator in each of the participating chapters.

The findings present salary and benefit information for 20 key "benchmark" positions considered to be the most common for all types and sizes of companies. The jobs surveyed include 17 clerical and three word processing positions.

This directory reports weekly salary data in effect on January 17, 1986, and covers 217,309 office employees in 3,461 companies in 109 cities in North America.

For each job the data includes the weighted average of weekly salaries paid, number of employees reported, number of companies reporting and the three quartile rates – first, third and median.

The quartile rates are a good indication of frequency distribution in the upper and lower range of salaries. See "Guide to Use of Survey Data" for details on the development of these figures.

Corollary information highlights latest trends in company policies on types of salary increases, merit budget percentages, paid vacations, and holidays. Data outlines benefits provided to employees and company policies in payment of group life insurance, major medical plans, hospitalization, long-term disability, dental insurance and optical care.

All AMS chapters that participated in this survey are provided with detailed salary and benefit information for publication of a local salary report. In many chapters these local reports are available and include salary information by type of business. To determine the availability of a local report for your city, contact Cindy Latessa, AMS, 2360 Maryland Road, Willow Grove, PA 19090; 215-659-4300.

We welcome your comments regarding the format of this survey, the positions included, and other suggestions that will make the directory a more effective management tool for determining fair, competitive salaries, personnel policies and benefits for your employees.

Guide To Use of Survey Data

FOR YOUR INFORMATION

This survey presents weekly salary data for 20 "benchmark" office positions found in all types of business and industry throughout the United States and Canada.

TYPES OF BUSINESS

Five categories of business are represented in the survey: 1) Manufacturing/Processing; 2) Banking/Insurance/Financial; 3) Retail/Wholesale Sales and Distribution; 4) Government Agencies (all levels); 5) All Others – Utilities, Education, Medical, Employment, etc.

GEOGRAPHIC REGIONS

In addition to reporting overall salary averages and ranges for the United States and Canada, data is presented for five U.S. geographic regions: Eastern, East Central, West Central, Southern and Western. Breakdowns of salaries by five categories of business for overall U.S. and the five regions are also included.

SALARY DATA

In addition to the average weekly salary data for each of the positions in the survey, this report gives the first quartile, the median, the third quartile, the number of companies reporting and the number of employees reported. This data is given for city, regional, business and overall breakouts.

COROLLARY INFORMATION

Corollary information precedes the salary data and reports overall personnel policies and practices for the U.S. and Canada. Data are given on paid holidays, vacations and company policies regarding payment of benefits.

VALIDITY OF FIGURES

Although rates have been computed for all reported information, it is important to recognize that small samples cannot produce statistically meaningful data. Small samples have been blocked out in individual reports. However, this data is accumulated and reported in the overall reports of national, regional and business totals.

USE OF THE SURVEY

The application of salary data and benefit information can serve the needs of AMS members and participating companies in many ways.

Some uses of the survey are:

1. Comparison of the company overall salary structure and/or specific jobs with community or area salaries, including a breakdown by type of business.
2. Comparison of company minimum rates with survey data. (See "Explanation of Statistics" and "Applying the Information.")
3. Checking for validity of company-evaluated job rankings where rankings deviate substantially from ranking in survey data.
4. Appraisal of "going" rates as the basis for establishing company salary ranges in a new formal job evaluation plan.
5. Comparison of current company practices and policies with the information in the survey, particularly in the area of benefits and corollary information.

EXPLANATION OF STATISTICS

The four rates reported for all positions are explained as follows:

1. Average (Arithmetic Mean) – in computing the average (arithmetic mean) for each job, the total number of employees reported for each rate is multiplied by the rate. The results of each of these calculations are totaled and divided by the number of employees whose salaries are reported for the job.
2. Quartiles – A quartile is not an average – it is a position measure. It is an actual salary at the particular quartile position.

As contrasted to averages, quartiles are not affected by the high frequency of salaries at the extremes, either at the high or low end of a distribution. Because of this characteristic, quartiles present highly acceptable figures in salary surveys where job categories are subject to personal interpretation.

First Quartile – This is the actual weekly salary paid the employee whose salary is more than one quarter and less than three quarters of all the employees reported for the position.

Median – Second Quartile – This is the actual weekly salary of the middle employee in the distribution. Half of the employees reported earn more; the other half earn less. In a perfectly balanced distribution, the median salary will be the same figure as the average (arithmetic mean).

Generally speaking, when a substantial number of salaries are reported for a job and they have been placed in the correct classification (close conformance to position description), these two figures (the median and average) will be close.

Third Quartile – This is the actual weekly salary paid the employee whose salary is more than three quarters of all the employees reported for the job.

The salaries at the First and Third Quartile show the limits of the middle 50% of employees reported. Some refer to the spread between these salaries as an "effective salary range" for the job because the salaries at the extremes are disregarded.

APPLYING THE INFORMATION

Salary surveys must be used with great caution. A considerable amount of judgment is required in interpreting and evaluating jobs and salaries reported in the survey and making comparisons with your company's salary structure.

The job descriptions used in the questionnaire are basic. They are designed to enable the respondents to include a good sample of employees with similar duties. Therefore, you should not expect the salaries in your company to be the same as the survey figures. Each of your job descriptions should be carefully compared to the most similar one in the survey.

The rates paid do not include bonus pay. Employees are not included who are normally considered to be supervisors, who are part-time workers or trainees, or whose job is unusual or non-standard.

Other factors to be considered when making comparisons are the company location (ease of access), availability of applicants, working conditions, benefit programs, etc.

Non-supervisory office workers do not usually move from city to city for better pay. It follows, then, that you are only competing for this type of employee with other firms in your own city or industrial area. Many of these workers are not bound by industry lines so that you should consider the rates paid by all types of business in your area.

LOCAL CHAPTER REPORTS

All the AMS chapters participating in the survey are provided with information for the publication of a local salary survey report. These reports include detailed salary data for the five types of business covered by the survey, and also corollary information. To inquire about the availability of such reports, contact Cindy Latessa, AMS, 2360 Maryland Road, Willow Grove, PA 19090; 215-659-4300.

Position Titles and Descriptions

A WORD PROCESSING OPERATOR - LEVEL B – Uses word processing equipment to input and edit typed documents with established quality and time standards. Equipment includes the use of standalone or shared-logic word processing system utilizing a terminal. May also perform some secretarial duties.

B WORD PROCESSING OPERATOR - LEVEL A – Uses advanced word processing equipment and/or functions to produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information, including the retrieval of text and data. Incumbent is familiar with company practices; may also proof and edit own work.

C LEAD WORD PROCESSING OPERATOR – Leads the activities of lower-level operators. (Position *not* classified as supervisory.) Utilizes full scope of equipment capabilities to produce and revise complicated documents, such as lengthy technical and statistical reports, from complex source information, including the retrieval of text and data.

D ACCOUNTING CLERK - LEVEL B – Checks, verifies and posts journal vouchers, accounts payable vouchers, payroll, or other simple accounting data of a recurring or standard nature.

E ACCOUNTING CLERK - LEVEL A – Maintains a complete set of accounting records in a small office, or handles one phase of accounting in a larger unit which requires the accounting training needed to determine proper accounting entries; reconciles entries, prepares accounting reports, analyzes accounting records to determine causes of results shown, etc. May direct work of junior clerks or bookkeepers (excludes supervisors). May include accounts payable clerk, payroll clerk, etc.

F PAYROLL CLERK – Prepares input for each payroll including salary adjustments, special payments, tax allocations, and employee deductions. Codes and maintains all time sheets. Prepares payroll bank deposits, and audits and balances payrolls. Assists in preparation and payment of payroll taxes. Prepares appropriate journal entries for expensing of salaries.

G CASHIER – Receives funds from customers and employees, disburses funds, and records monetary transactions incidental to conduct of business. Counts money to verify amounts and issues receipts for funds received. Issues change and cashes checks. Verifies balances. Endorses checks and lists, and totals cash and checks for bank deposit. Prepares bank deposit slips. Withdraws cash from bank accounts and keeps custody of cash fund. Disburses cash and writes vouchers and checks in payment of company expenditures. May prepare bank-reconciliation reports.

H GENERAL CLERK - LEVEL B – Performs basic office or clerical duties on short assignments and tasks which are highly structured in accordance with established procedures. This is a higher-level position than a file clerk, involving a variety of routine and semi-routine duties.

I GENERAL CLERK - LEVEL A – Performs diverse clerical tasks requiring some analysis, judgment and a detailed knowledge of departments and/or company policies and procedures dealing with the incumbent's area of responsibility, such as claims operations, etc. Duties may require proficiency with one or more types of office equipment. Minimum supervision required.

J FILE CLERK – Performs general alphabetical and numeric filing, sorting and cross referencing. Locates and removes material upon request and keeps records of its disposition. Maintains and updates files according to an established system. May deliver files, copy material from files, and purge outdated material.

K MAIL CLERK – Sorts and opens incoming mail for distribution. Sorts, stamps and dispatches outgoing mail. May distribute and collect mail.

L SHIPPING/RECEIVING CLERK – Performs manual and clerical duties related to the receipt and shipment of goods. Maintains records and processes paperwork for goods received and shipped according to established procedures.

M PURCHASING CLERK – Draws up purchase orders. Verifies specifications of purchase requests. Searches inventory records to determine if material on hand is in sufficient quantity. Obtains prices and specifications. Compiles records, such as items purchased or transferred between departments, prices, deliveries, and inventories. Confers with suppliers concerning late deliveries. May verify bills from suppliers with bids and purchase orders.

N SECRETARY - LEVEL B – Performs a limited range of secretarial duties in a small company or for a supervisor in a larger firm. Duties may include taking dictation; transcribing from notes and/or dictation equipment; screening calls; making appointments; handling travel arrangements; answering routine correspondence; and maintaining filing systems.

O SECRETARY - LEVEL A – Performs an unlimited range of secretarial duties for middle management personnel or more than one individual. Composes and/or takes and transcribes correspondence of a complex and confidential nature. Position requires a knowledge of company policy.

P EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT – Performs a full range of secretarial and administrative duties for high-level member of executive staff. Handles project-oriented duties and may be held accountable for the timely completion of these tasks. Relieves executive of routine administrative detail. Position requires an in-depth knowledge of company practice, structure and a high degree of secretarial/administrative skills.

Q LEGAL SECRETARY/ASSISTANT – Performs secretarial and/or administrative support services for a legal department or firm. Position requires some knowledge of legal terminology. May perform legal-related research activities; may utilize word processing or computer equipment.

R SWITCHBOARD OPERATOR/RECEPTIONIST – Receives and directs incoming calls, greets visitors, performs basic clerical tasks.

S CLERK TYPIST – Produces draft and/or finished typed copies of documents from a variety of originators. Form and content usually follow standard guidelines. May perform other clerical duties of minimum difficulty.

T CUSTOMER SERVICE REPRESENTATIVE – Provides guidance and assistance to customers regarding problems with accounts or merchandise. Duties include searching records, investigating problems/complaints, policy interpretation, response preparation and adjustment, and correction of records.

Compensation-Related Information
U.S. & Canada

	Total U.S. (%)	Canada (%)
Basis for Compensation Rates		
Internal Evaluation	16.1	17.3
Market Pricing	4.8	4.8
Combination of Both	76.8	70.2
No Answer	2.3	7.7
Type of Salary Increases		
Merit	50.7	20.2
General	7.4	15.4
Longevity	0.7	1.0
Merit & General	26.7	42.8
Merit & Longevity	7.2	5.3
General & Longevity	3.9	6.3
Equity	0.1	0.0
Other	1.5	3.8
No Answer	1.8	5.3
Average Merit Budgets in Percentages		
Approved	5.4	4.3
Planned	5.4	4.4
Approximate Percent of Salary Budget for Benefits		
Average	28.0	18.0
Do you have a Flexible Benefits Program?		
Yes	13.3	19.7
No	84.5	73.1
No Answer	2.2	7.2
Considering a Flexible Benefits Program?		
Yes	13.0	3.4
No	71.7	69.2
No Answer	15.3	27.4
Number of Paid Holidays		
8 or Under	25.2	2.9
9 Days	15.3	12.0
10 Days	25.1	29.3
11 Days	17.4	25.5
Over 11 Days	14.3	20.2
No Answer	2.7	10.1
Average Vacation Days Paid by Company		
6 months	3	3
1 year	9	12
2 years	10	12
3 - 5 years	11	14
6 - 10 years	14	17
11 - 15 years	17	20
16 - 20 years	19	21
20+ years	21	25
Vacations Carried		
Yes	33.8	36.5
No	64.0	58.7
No Answer	2.2	4.8

Benefit Information and Policies on Salary Administration

This year all participating companies were asked to report on a variety of benefits provided to office employees and company policies on payment of these benefits.

	PERCENT REPORTED						
	TOTAL U.S.	EASTERN U.S.	EAST CENTRAL U.S.	WEST CENTRAL U.S.	SOUTHERN U.S.	WESTERN U.S.	TOTAL CANADA
PENSION PLAN							
Paid by Company in Full	68.4	71.4	69.8	65.8	64.3	66.5	26.4
Paid by Employee in Full	1.0	0.7	1.1	0.7	1.1	1.6	2.4
Company/Employee Share Cost	12.0	9.0	14.8	13.2	12.9	11.5	51.0
No Response	18.7	18.8	14.3	20.3	21.7	20.5	20.2
GROUP LIFE INSURANCE							
Paid by Company in Full	69.4	74.0	72.3	67.5	59.9	67.1	56.3
Paid by Employee in Full	1.8	1.1	1.1	1.9	3.2	3.1	4.3
Company/Employee Share Cost	24.7	20.7	22.8	27.1	32.5	25.8	32.2
No Response	4.0	4.2	3.8	3.6	4.4	4.0	7.2
HOSPITALIZATION							
Paid by Company in Full	45.7	48.6	49.2	38.6	41.6	47.8	44.2
Paid by Employee in Full	0.7	0.8	0.4	0.8	1.0	0.6	7.2
Company/Employee Share Cost	49.9	46.9	46.6	56.3	53.4	50.0	26.9
No Response	3.7	3.7	3.8	4.2	4.0	1.6	21.6
SURGICAL BENEFITS							
Paid by Company in Full	44.8	48.1	48.0	37.5	40.9	46.0	42.3
Paid by Employee in Full	0.7	0.9	0.3	0.7	1.0	0.6	4.8
Company/Employee Share Cost	49.1	45.7	46.3	55.3	52.3	50.6	19.7
No Response	5.4	5.3	5.5	6.6	5.9	2.8	33.2
MAJOR MEDICAL							
Paid by Company in Full	44.0	47.1	44.9	36.8	42.0	47.5	48.6
Paid by Employee in Full	0.9	1.1	0.5	0.8	1.0	0.6	3.8
Company/Employee Share Cost	50.1	47.4	47.8	56.9	51.3	50.3	21.2
No Response	5.0	4.4	6.7	5.4	5.7	1.6	26.4
LONG TERM DISABILITY							
Paid by Company in Full	51.6	53.3	50.1	55.6	47.5	48.1	37.0
Paid by Employee in Full	9.3	7.8	9.2	10.0	11.4	10.2	21.6
Company/Employee Share Cost	19.7	17.4	20.4	18.6	24.3	20.8	23.1
No Response	19.4	21.6	20.4	15.8	16.7	20.8	18.3
DENTAL INSURANCE							
Paid by Company in Full	33.5	34.2	38.9	30.2	24.0	41.0	49.5
Paid by Employee in Full	2.5	2.0	1.4	3.2	3.6	3.4	5.3
Company/Employee Share Cost	31.9	27.8	30.9	35.9	31.7	41.3	24.5
No Response	32.0	36.0	28.8	30.7	40.7	14.3	20.7
OPTICAL CARE							
Paid by Company in Full	8.5	8.2	10.5	6.8	4.8	14.6	25.0
Paid by Employee in Full	1.3	0.9	1.5	1.2	1.0	3.1	3.4
Company/Employee Share Cost	8.5	6.9	8.1	10.7	8.0	11.5	13.5
No Response	81.6	83.9	79.9	81.4	86.3	70.8	58.2

The following are other general benefits and salary administration policies.

Job Evaluation Plan	62.5	62.7	61.2	64.7	62.4	61.2	53.4
Merit Rating Plan	59.8	57.8	62.3	57.1	63.7	59.0	43.3
Salary Progression Based on Seniority	11.3	9.9	12.7	11.7	11.4	11.5	20.7
Salary Deferred 401K Plan	43.6	40.6	46.4	43.6	46.8	41.9	1.0
Individual Retirement Accts. (IRAs)	18.0	17.9	16.1	20.3	20.5	14.0	5.3
Employee Savings/Thrift Plan	31.9	33.1	30.5	28.6	37.6	27.6	14.4
No Answer	10.7	11.4	10.8	10.7	9.7	9.9	26.4

Overall Salaries by Position
1985 and 1986
U.S. Summary

	1986	1985	% of Change
Word Processing			
Lead Word Processing Operator	$349	$335	4.2
Word Processing Operator - Level A	302	300	0.7
Word Processing Operator - Level B	269	271	-0.7
Secretarial			
Executive Secretary/Administrative Asst.	384	368	4.3
Legal Secretary/Assistant	365	–	–
Secretary - Level A	328	316	3.8
Secretary - Level B	289	283	2.1
Accounting			
Accounting Clerk - Level A	323	317	1.9
Payroll Clerk	318	307	3.6
Accounting Clerk - Level B	275	266	3.4
Cashier	236	235	0.4
General Clerical			
Purchasing Clerk	295	304	-3.0
General Clerk - Level A	287	279	2.9
Shipping/Receiving Clerk	281	280	0.4
Switchboard Operator/Receptionist	257	251	2.4
Clerk Typist	253	241	5.0
General Clerk - Level B	248	242	2.5
Mail Clerk	234	226	3.5
File Clerk	214	213	0.5
Customer Service			
Customer Service Representative	317	306	3.6

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

TOTAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	269	302	349	275	323	318	236	248	287	214	234	281	295	289	328	394	365	257	253	317
FIRST QUARTILE	231	261	301	231	271	271	201	211	241	181	201	221	241	251	281	331	311	221	221	261
MEDIAN	261	301	341	261	311	311	221	241	281	211	221	271	291	281	321	388	366	251	241	301
THIRD QUARTILE	301	331	388	311	366	351	251	281	321	241	261	331	341	331	366	438	413	291	281	366
NO. COMPANIES	907	968	639	2086	2181	1700	722	1564	1790	1015	1504	1174	1296	1775	2280	2425	483	2371	1087	1247
NO. EMPLOYEES	3750	4221	1329	11559	10843	4089	6191	24637	28979	6436	4917	3756	2778	22606	29316	14153	2279	5430	10810	13064

CANADA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	335	358	426	352	399	384	353	305	370	291	312	355	414	367	398	442	384	322	337	379
FIRST QUARTILE	301	341	366	301	351	331	291	261	321	251	251	271	351	331	341	388	341	271	291	331
MEDIAN	331	366	413	351	413	366	331	311	366	271	301	341	413	366	388	438	366	321	331	366
THIRD QUARTILE	351	388	501	388	476	438	413	341	413	321	351	438	501	388	476	501	413	366	351	476
NO. COMPANIES	26	36	24	105	122	88	30	83	99	48	52	48	67	82	119	126	15	148	64	49
NO. EMPLOYEES	85	103	37	378	414	146	427	636	963	153	109	80	119	457	712	474	69	250	407	148

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

EASTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	266	300	364	279	323	318	224	254	285	208	229	278	289	288	336	395	353	259	264	303
FIRST QUARTILE	221	261	311	231	271	281	191	211	241	171	201	221	241	251	291	351	301	221	221	251
MEDIAN	261	301	366	271	311	321	201	251	281	201	221	261	281	291	341	388	366	251	271	291
THIRD QUARTILE	301	341	413	321	366	341	241	291	321	231	251	331	331	321	366	438	388	291	311	341
NO. COMPANIES	265	256	189	687	731	568	215	503	584	298	471	384	438	586	750	818	138	783	367	447
NO. EMPLOYEES	1407	1086	405	3515	3030	1539	1996	6651	7348	2000	1517	1100	858	6520	8437	4429	556	1752	3747	3819

EAST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	275	320	352	282	334	330	250	254	305	229	242	309	317	300	342	396	357	269	259	326
FIRST QUARTILE	231	281	311	231	281	271	201	211	261	201	201	241	271	251	291	351	301	231	221	261
MEDIAN	271	321	351	271	321	321	221	251	291	221	231	291	301	291	331	388	351	261	251	311
THIRD QUARTILE	301	366	388	331	388	388	291	291	341	251	271	366	351	341	388	438	388	301	291	388
NO. COMPANIES	226	213	150	497	503	406	178	368	436	243	351	272	324	432	538	560	107	534	266	299
NO. EMPLOYEES	833	819	318	2577	2438	859	1216	5461	7078	1672	1152	675	627	5722	6770	3133	313	1038	1957	2585

WEST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	261	289	321	260	312	300	259	230	274	204	219	261	300	281	320	375	357	239	239	345
FIRST QUARTILE	221	251	291	221	271	261	211	201	231	181	181	201	241	231	281	321	301	201	221	271
MEDIAN	261	281	321	251	301	291	241	221	271	201	211	251	291	271	311	366	351	231	231	331
THIRD QUARTILE	291	321	351	291	351	341	311	251	301	221	241	301	341	311	351	413	413	261	251	413
NO. COMPANIES	186	202	127	371	383	293	139	289	311	211	291	206	220	314	414	409	105	436	209	189
NO. EMPLOYEES	669	698	198	2118	1830	598	555	4772	4988	1166	859	702	489	4023	4071	1850	625	1172	2006	2136

SOUTHERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	267	290	333	264	310	304	228	249	285	206	240	259	272	280	314	367	362	255	243	312
FIRST QUARTILE	221	251	301	231	261	261	201	211	241	181	201	211	221	241	271	321	321	221	211	261
MEDIAN	261	281	331	261	301	301	211	241	281	201	231	261	251	271	301	366	351	241	231	311
THIRD QUARTILE	301	321	366	291	351	341	251	281	321	231	271	281	301	311	351	413	413	281	271	366
NO. COMPANIES	134	183	103	340	348	286	136	243	286	157	242	190	192	287	368	404	81	391	152	203
NO. EMPLOYEES	555	879	280	2013	2285	764	1565	4492	4739	1049	946	827	606	4773	6858	2664	530	945	1953	3432

WESTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	296	313	382	295	346	354	250	256	282	232	246	320	322	309	324	379	433	275	250	316
FIRST QUARTILE	251	261	311	241	301	291	241	211	241	201	211	271	281	271	281	331	388	241	231	271
MEDIAN	291	301	366	281	331	341	241	231	271	221	241	311	311	291	301	366	476	271	241	301
THIRD QUARTILE	331	331	476	321	388	413	251	261	291	261	271	351	351	341	366	413	501	301	271	351
NO. COMPANIES	96	114	70	191	216	147	54	161	173	106	149	122	122	156	210	234	52	227	93	109
NO. EMPLOYEES	286	739	128	1336	1260	329	859	3261	4826	549	443	452	198	1568	3180	2077	255	523	1147	1092

Summary of Weekly Salary Levels for the Twenty Positions in the United States

This table summarizes the salary levels for all of the participating companies in the United States. The data reflects the total number of employees reported by position titles at the various levels of weekly compensation rates.

An "A" has been placed to the left of the number of employees that fall in the salary level representing the average weekly salary of all the employees reported in that particular job category.

For easy reference, the shaded figures for each job category indicate the number of employees by consecutive salary levels that represent the range from the first quartile to the third quartile inclusively (the middle 50%).

For example, by referring to the position of Accounting Clerk A you can determine that of a total of 10,843 employees reported, 643 received a weekly salary between $316 and $325, and the average of $323 falls within this range. The shaded area covers the salaries between $266 and $375, which includes the first quartile rate of $271 and the third quartile rate of $366.

Looking at the position of Executive Secretary/ Administrative Assistant you can determine that of a total of 14,153 employees reported, 1,716 employees received a base salary between $376 and $400, and the average weekly salary of $384 falls within this range. The shaded area covers base weekly salaries between $326 and $450, and the first quartile salary of $331 and the third quartile salary of $438 fall within this range.

This procedure can be applied to each position in the survey.

WEEKLY SALARY LEVEL	A WORD PROCESSING OPERATOR	B SENIOR WORD PROCESSING OPERATOR	C LEAD WORD PROCESSING OPERATOR	D ACCOUNTING CLERK - LEVEL B	E ACCOUNTING CLERK - LEVEL A	F PAYROLL CLERK
UNDER-145	11	4	-	26	4	5
146-155	8	2	-	41	11	10
156-165	22	1	-	109	10	8
166-175	54	15	-	152	18	52
176-185	93	16	5	147	31	24
186-195	87	28	1	291	68	27
196-205	194	54	6	459	78	76
206-215	182	96	3	471	163	72
216-225	238	84	9	752	162	110
226-235	230	149	14	831	265	101
236-245	228	173	23	776	370	144
246-255	267	259	22	853	366	127
256-265	288	316	31	898	574	187
266-275	A247	398	44	A794	592	192
276-285	267	232	38	661	748	231
286-295	202	270	71	555	742	213
296-305	240	A310	126	532	711	279
306-315	182	362	69	426	612	211
316-325	192	224	87	405	A643	A236
326-335	130	226	60	424	646	199
336-345	62	136	93	525	534	426
346-355	69	152	A66	304	508	168
356-375	88	247	128	410	766	268
376-400	83	193	149	282	636	203
401-425	53	91	99	183	557	151
426-450	20	92	57	108	463	135
451-500	12	58	90	75	341	156
501-OVER	1	33	38	69	224	78
TOTAL EMPLOYEES	3750	4221	1329	11559	10843	4089

CASHIER	GENERAL CLERK-LEVEL B	GENERAL CLERK-LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
G	H	I	J	K	L	M	N	O	P	Q	R	S	T

NUMBER OF EMPLOYEES BY JOB RATE

G	H	I	J	K	L	M	N	O	P	Q	R	S	T	TOTAL NUMBER OF EMPLOYEES
16	357	90	347	128	143	5	19	3	4	-	23	41	4	1230
62	167	39	168	52	19	3	22	31	1	1	22	23	35	717
74	456	130	289	117	34	3	21	7	1	-	52	133	17	1484
260	601	257	388	217	47	9	46	57	6	-	194	284	39	2696
456	949	314	645	342	173	111	262	34	-	16	135	310	130	4193
659	1614	503	473	363	107	37	324	73	2	1	199	428	145	5430
684	1795	836	673	421	127	40	566	139	6	31	301	477	244	7207
470	1994	960	A745	421	175	38	639	206	16	8	322	617	255	7853
435	2120	1359	494	453	213	311	913	357	39	11	411	978	437	9886
363	2066	1486	409	A385	159	98	1585	703	34	24	407	1228	460	10997
A809	1635	1660	329	367	192	152	1088	931	65	23	491	911	509	10876
368	A1657	1872	387	329	163	119	1416	949	124	35	391	A751	607	11062
201	1597	1960	233	223	214	132	1466	1302	180	44	A358	650	696	11550
180	944	2390	261	274	265	151	1631	1481	215	58	322	638	849	11926
172	991	1939	198	172	A192	145	1491	1529	386	66	316	715	686	11175
129	912	A2607	91	115	163	A166	A1619	1956	412	103	281	561	746	11914
110	1490	1337	77	94	144	151	1361	1881	482	83	246	349	786	10789
123	579	1184	101	78	147	196	1209	1624	590	96	208	179	556	8732
99	443	1263	34	56	119	101	1248	1875	484	132	158	889	A565	9253
86	347	1314	16	43	114	107	1390	A1809	576	133	156	173	695	8644
101	246	1102	22	26	146	92	722	1425	594	106	80	96	408	6942
60	264	570	19	40	88	89	768	1801	735	112	83	75	465	6436
72	409	1156	15	49	143	159	1131	2869	1896	A265	98	148	1158	11476
80	395	784	10	51	91	100	690	2305	A1716	244	87	86	654	8839
44	161	594	7	20	115	79	369	1723	1528	176	39	47	516	6552
34	181	582	3	67	70	56	421	1047	1221	117	24	11	419	5128
26	157	424	-	9	78	79	163	889	1568	214	18	11	296	4664
18	110	267	2	5	115	49	26	310	1272	179	8	1	687	3492
6191	24637	28979	6436	4917	3756	2778	22606	29316	14153	2279	5430	10810	13064	211143

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

TOTAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	319	359	287	346	338	324	266	318	241	258	315	315	318	355	408	376	276	268	331
FIRST QUARTILE	261	281	311	241	291	281	261	221	271	211	221	261	261	281	311	366	331	241	231	271
MEDIAN	291	321	366	271	331	331	321	261	311	241	251	311	301	311	351	413	388	261	261	321
THIRD QUARTILE	321	351	388	321	388	388	366	291	351	271	281	366	351	351	388	476	413	311	291	368
NO. COMPANIES	199	204	120	740	789	650	129	507	604	227	380	456	547	566	773	795	115	800	314	507
NO. EMPLOYEES	517	482	223	2408	2482	1117	169	2636	3701	529	777	964	900	4166	5922	3172	273	1085	1053	2014

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	255	291	335	250	301	298	219	225	266	199	214	251	287	273	316	377	344	247	224	287
FIRST QUARTILE	221	251	301	221	261	251	191	201	231	181	191	201	241	241	271	331	291	211	191	251
MEDIAN	251	281	331	251	291	291	211	221	261	191	211	241	281	271	311	366	331	241	221	291
THIRD QUARTILE	281	321	366	271	331	331	241	241	291	211	241	281	321	301	351	413	388	281	241	311
NO. COMPANIES	266	286	203	405	407	267	169	351	385	349	395	176	194	363	429	475	140	479	264	297
NO. EMPLOYEES	1074	1005	400	2127	2346	545	3611	7583	9159	2338	1604	402	277	3570	4610	2330	353	1019	1838	5053

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	284	340	373	257	302	289	235	247	294	222	225	258	288	293	339	380	372	258	245	298
FIRST QUARTILE	241	301	301	221	261	231	241	201	261	181	191	201	241	251	291	341	331	221	201	261
MEDIAN	281	341	388	251	301	291	241	241	281	211	221	251	291	291	331	366	351	251	231	291
THIRD QUARTILE	321	388	438	301	341	341	241	281	321	251	251	301	321	331	366	413	413	291	281	331
NO. COMPANIES	70	43	28	196	183	145	54	159	180	88	129	122	124	106	168	183	22	222	75	122
NO. EMPLOYEES	224	148	47	1741	1073	364	845	1719	2353	227	412	594	341	839	1281	660	64	382	337	680

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	275	287	318	299	332	316	292	254	283	238	266	289	265	293	314	361	346	269	268	302
FIRST QUARTILE	251	261	301	251	291	291	241	221	261	211	221	251	221	261	281	321	311	241	231	251
MEDIAN	271	281	301	301	321	331	291	251	281	231	261	271	221	291	311	366	351	261	261	301
THIRD QUARTILE	301	311	341	341	366	341	331	291	311	261	281	331	301	331	351	388	366	301	301	351
NO. COMPANIES	37	47	28	96	95	73	64	89	94	43	66	50	68	99	108	113	41	88	72	33
NO. EMPLOYEES	312	849	173	1616	1212	791	414	5959	6323	1539	430	533	390	3812	5538	2603	228	286	4498	532

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	269	309	367	281	327	319	262	264	301	207	237	274	295	282	326	387	372	253	245	349
FIRST QUARTILE	221	251	311	231	271	261	201	211	241	161	201	201	231	231	271	331	311	211	221	281
MEDIAN	261	301	366	271	311	311	251	241	291	201	231	261	291	271	321	388	366	241	241	351
THIRD QUARTILE	311	351	413	321	366	366	301	311	351	231	261	311	341	321	366	438	438	281	281	413
NO. COMPANIES	335	388	280	649	707	565	306	458	527	308	534	370	365	641	802	859	165	790	362	288
NO. EMPLOYEES	1623	1737	486	3667	3730	1272	1152	6740	7443	1803	1694	1263	870	10219	11985	5388	1361	2658	3084	4785

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

EASTERN U.S. — Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	290	320	368	285	346	339	340	264	318	240	260	313	314	314	357	407	383	273	267	333
FIRST QUARTILE	261	291	311	241	291	281	291	221	271	211	221	251	261	281	321	366	351	241	231	271
MEDIAN	291	321	386	281	341	331	331	251	311	241	251	311	301	311	351	413	388	261	261	321
THIRD QUARTILE	321	351	413	321	388	388	366	291	351	281	281	366	351	341	388	438	413	301	301	388
NO. COMPANIES	73	68	44	291	319	255	47	204	248	85	139	191	214	212	307	331	40	319	130	2x3
NO. EMPLOYEES	209	172	79	805	920	442	68	967	1418	167	288	380	325	1244	2267	1257	114	425	489	821

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	257	294	338	254	303	299	207	228	261	203	213	266	287	274	324	381	336	250	219	278
FIRST QUARTILE	221	251	301	231	271	261	181	201	231	181	191	221	241	241	281	331	301	211	191	241
MEDIAN	261	281	331	251	301	291	201	221	251	191	211	241	271	271	321	388	331	241	211	271
THIRD QUARTILE	301	321	366	281	331	341	221	251	281	211	231	301	321	311	366	438	366	281	241	301
NO. COMPANIES	63	63	50	111	110	79	41	92	103	88	106	41	51	100	118	134	38	128	79	95
NO. EMPLOYEES	281	276	103	667	684	148	1325	1935	2613	716	441	89	66	1201	1334	746	123	273	673	1863

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	283	284	301	246	289	269	211	226	255	207	221	255	275	280	320	376	340	244	240	275
FIRST QUARTILE	261	261	271	201	251	221	181	181	221	181	191	211	241	251	281	341	301	211	211	241
MEDIAN	281	281	291	241	281	281	181	211	251	191	231	231	271	291	321	366	331	241	231	271
THIRD QUARTILE	321	301	301	291	321	311	251	271	281	221	241	291	301	311	366	413	388	271	261	311
NO. COMPANIES	18	13	8	70	66	40	18	47	60	28	41	40	44	35	49	58	9	68	30	48
NO. EMPLOYEES	66	16	9	503	267	99	163	482	365	44	115	221	112	189	280	193	20	91	117	251

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	292	328	287	334	353	329	286	286	322	245	263	274	292	304	344	384	364	302	294	
FIRST QUARTILE	261	321	271	331	361	321	221	281	311	211	241	231	261	281	331	366	366	281	271	
MEDIAN	301	331	281	341	351	341	311	291	331	241	281	271	291	321	351	388	366	331	291	
THIRD QUARTILE	321	341	291	341	413	341	331	301	341	281	281	301	321	331	366	413	366	331	321	
NO. COMPANIES	6	3	2	11	10	9	5	11	9	3	7	6	7	12	12	12	4	11	9	
NO. EMPLOYEES	76	35	16	591	229	470	42	1500	818	319	50	46	24	654	871	224	47	64	1785	

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	258	296	385	273	318	300	258	257	282	190	226	260	270	281	327	396	346	254	232	334
FIRST QUARTILE	221	251	341	231	271	241	191	191	231	145	191	191	181	241	271	341	281	211	191	271
MEDIAN	251	291	388	261	311	301	251	251	281	171	231	251	271	281	331	388	341	251	231	321
THIRD QUARTILE	301	341	438	311	351	351	301	301	321	221	251	311	311	321	366	476	413	291	261	388
NO. COMPANIES	105	109	85	204	226	185	104	149	164	94	178	106	122	227	264	285	47	257	119	80
NO. EMPLOYEES	775	587	198	949	930	380	397	1767	2134	754	623	364	331	3232	3685	2009	252	899	683	844

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

EAST CENTRAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	291	322	340	299	358	352	325	279	329	248	261	340	328	324	363	418	383	284	276	330
FIRST QUARTILE	251	281	291	241	301	301	261	231	271	221	221	281	271	281	311	366	331	241	231	271
MEDIAN	291	321	341	281	341	341	321	271	311	251	261	341	311	321	351	413	366	281	261	321
THIRD QUARTILE	331	366	388	351	413	413	388	321	366	271	291	413	366	366	413	476	438	321	311	388
NO. COMPANIES	61	55	40	201	209	173	41	131	160	66	114	107	156	160	219	219	32	218	91	140
NO. EMPLOYEES	145	141	81	771	730	336	50	758	1085	182	265	232	277	1381	1827	912	77	305	263	635

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	251	286	339	243	297	294	227	220	268	199	216	233	270	276	318	375	362	249	213	298
FIRST QUARTILE	211	251	311	221	271	251	191	191	221	171	181	191	241	241	281	331	311	211	191	251
MEDIAN	241	281	331	241	291	301	211	211	261	191	211	231	271	271	311	388	366	241	211	281
THIRD QUARTILE	281	321	366	271	331	331	251	241	301	221	241	261	301	301	366	438	388	271	231	331
NO. COMPANIES	52	49	36	81	78	51	36	71	82	66	70	35	37	71	83	89	27	90	53	59
NO. EMPLOYEES	261	200	109	348	489	105	757	1198	1480	345	290	68	59	701	997	433	77	186	360	890

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	296	363	391	274	310	294	234	259	308	233	223	294	297	296	359	386	331	274	236	320
FIRST QUARTILE	271	331	366	231	271	231	161	221	271	191	181	221	261	241	301	341	331	221	181	281
MEDIAN	291	366	388	281	311	291	221	251	301	221	211	281	291	291	366	388	331	271	211	301
THIRD QUARTILE	321	388	438	321	341	341	291	291	341	271	251	331	311	341	413	438	331	321	281	366
NO. COMPANIES	21	10	11	44	39	36	12	40	47	24	31	30	30	26	37	43	6	50	17	26
NO. EMPLOYEES	107	101	29	594	385	110	71	847	1559	115	180	92	87	378	570	215	10	115	147	208

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	264	305	365	317	337	298	334	272	300	239	261	308	337	321	365	423	368	259	283	264
FIRST QUARTILE	251	271	351	261	281	211	301	251	271	211	221	281	301	291	321	388	341	231	251	221
MEDIAN	261	311	388	331	341	281	341	271	301	231	271	311	311	311	366	413	351	251	281	221
THIRD QUARTILE	271	341	388	366	388	366	351	301	331	261	291	351	366	351	413	476	388	281	311	321
NO. COMPANIES	7	13	8	26	26	21	18	23	29	12	18	11	17	28	31	32	6	19	17	9
NO. EMPLOYEES	30	43	15	159	166	34	93	1167	949	656	43	37	40	788	439	306	25	44	548	143

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	281	328	366	283	346	335	279	251	321	230	257	306	319	286	330	382	336	267	263	371
FIRST QUARTILE	241	291	321	231	281	281	221	211	261	201	201	241	271	231	281	331	281	231	231	291
MEDIAN	271	321	366	271	351	331	281	241	311	221	231	291	311	281	321	388	331	261	261	366
THIRD QUARTILE	311	366	413	331	388	388	321	281	366	251	291	351	366	331	366	413	366	301	281	438
NO. COMPANIES	85	86	55	145	151	125	71	103	118	75	118	89	84	147	168	177	36	157	88	85
NO. EMPLOYEES	290	334	84	705	668	274	245	1491	2005	374	374	246	164	2474	2937	1267	124	388	639	709

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

WEST CENTRAL U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	302	342	272	329	326	301	251	302	231	250	304	295	319	340	401	355	264	256	327
FIRST QUARTILE	251	271	311	241	281	281	251	211	261	201	211	251	241	271	301	351	321	231	231	271
MEDIAN	291	311	341	261	321	311	281	241	291	221	231	311	291	301	331	413	366	251	251	311
THIRD QUARTILE	321	321	366	301	366	366	341	271	331	251	271	351	321	351	388	476	388	301	271	366
NO. COMPANIES	37	45	23	123	132	108	22	95	93	48	71	72	86	97	130	116	22	133	55	71
NO. EMPLOYEES	83	90	28	429	487	154	27	537	556	106	122	148	169	735	1023	519	44	184	181	278

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	288	313	242	295	304	240	225	269	195	205	235	311	270	304	369	339	233	216	302
FIRST QUARTILE	221	251	271	211	251	261	211	201	221	171	181	201	251	241	271	321	291	201	191	251
MEDIAN	241	291	321	241	281	301	231	221	261	191	201	231	291	261	301	366	331	231	211	291
THIRD QUARTILE	271	321	351	261	331	331	261	241	301	211	221	261	351	291	341	413	388	261	231	341
NO. COMPANIES	68	70	53	93	88	57	38	79	78	83	100	42	42	77	95	99	33	111	60	48
NO. EMPLOYEES	302	253	72	429	430	92	168	2176	7130	587	386	109	55	525	819	408	65	278	316	592

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	303	300		243	303	273	298	280	279	191	220	211	261	263	330	367	350	243	262	316
FIRST QUARTILE	231	251		221	261	231	261	211	241	171	181	145	221	231	291	331	311	201	231	271
MEDIAN	281	301		231	281	261	281	241	271	181	211	191	251	241	311	366	351	221	241	311
THIRD QUARTILE	311	331		261	341	301	321	311	311	221	241	241	301	281	341	388	388	281	261	351
NO. COMPANIES	13	7		25	26	22	10	25	26	12	20	17	19	11	27	26	3	32	8	16
NO. EMPLOYEES	16	8		138	98	44	28	100	107	19	39	142	42	29	99	58	3	47	10	56

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	269	279	315	259	330	291	284	219	264	222	261	309	346	276	323	371	313	265	241	326
FIRST QUARTILE	251	261	301	221	301	261	231	191	241	201	241	251	301	231	291	341	261	231	221	221
MEDIAN	271	281	301	251	331	271	261	211	271	211	261	291	341	271	321	366	311	261	241	398
THIRD QUARTILE	271	291	321	291	366	321	341	231	271	231	281	321	388	301	351	413	351	291	251	388
NO. COMPANIES	15	13	10	29	28	21	20	26	27	14	17	13	21	30	32	33	15	23	22	6
NO. EMPLOYEES	87	98	44	396	195	143	108	821	853	196	49	64	48	1183	637	177	57	64	936	74

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	266	289	320	268	306	290	251	234	277	201	216	264	298	270	314	360	366	231	244	374
FIRST QUARTILE	221	231	281	221	261	241	191	171	211	181	181	191	231	231	271	311	311	201	211	281
MEDIAN	261	281	311	261	291	291	231	211	261	191	211	241	261	251	301	351	366	221	231	366
THIRD QUARTILE	321	331	366	301	341	341	311	271	331	221	241	301	351	291	351	413	413	251	271	501
NO. COMPANIES	53	67	39	101	109	85	49	64	87	54	83	62	52	99	130	135	32	137	64	48
NO. EMPLOYEES	181	249	52	726	620	165	224	1138	1342	263	263	239	175	1551	1491	690	456	599	563	1136

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

SOUTHERN U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	295	307	387	276	347	313	301	265	295	228	251	294	313	314	338	385	357	272	272	333
FIRST QUARTILE	261	281	366	251	291	261	241	231	241	201	221	241	261	281	301	331	321	231	211	281
MEDIAN	271	301	388	271	331	311	261	261	291	211	241	281	291	301	331	388	351	261	261	321
THIRD QUARTILE	341	331	413	301	388	351	366	291	331	251	271	331	341	341	366	438	366	301	311	366
NO. COMPANIES	18	26	8	88	85	80	15	51	71	20	40	58	60	69	83	87	15	94	28	51
NO. EMPLOYEES	63	53	29	255	210	133	20	263	398	58	74	148	92	672	520	308	27	120	100	206

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	282	320	244	292	291	218	221	266	191	215	237	270	264	305	383	321	245	241	277
FIRST QUARTILE	221	251	291	221	261	251	191	201	231	171	191	201	241	231	271	321	291	211	211	241
MEDIAN	241	281	321	241	291	291	211	221	261	191	211	221	261	261	301	366	311	231	231	271
THIRD QUARTILE	271	301	351	261	321	321	241	241	291	201	241	261	291	291	331	388	341	271	251	301
NO. COMPANIES	45	60	33	78	80	52	40	64	73	68	69	35	38	74	83	95	24	90	45	61
NO. EMPLOYEES	113	176	73	500	512	156	1146	1702	2023	472	318	88	61	773	1109	505	53	177	351	1114

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	237	305	377	241	292	301	213	223	261	225	243	273	312	308	318	367	405	252	261	292
FIRST QUARTILE	211	261	301	221	251	251	191	191	231	191	201	211	271	261	271	311	351	221	221	261
MEDIAN	231	321	331	231	291	301	201	231	261	211	231	251	291	301	321	366	413	251	251	291
THIRD QUARTILE	261	321	476	251	321	341	211	241	291	251	261	311	341	341	351	413	476	281	281	301
NO. COMPANIES	10	8	5	28	27	26	10	22	30	10	20	15	16	23	32	32	2	38	10	17
NO. EMPLOYEES	15	13	5	224	199	67	39	144	205	25	50	32	55	197	229	108	29	72	37	73

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	261	285	326	273	303	299	273	263	287	227	276	263	231	278	309	356	330	259	240	298
FIRST QUARTILE	241	271	301	271	271	271	231	231	271	201	221	221	221	251	271	321	301	241	211	271
MEDIAN	251	271	341	271	301	301	261	251	271	231	271	271	221	271	301	366	331	251	241	291
THIRD QUARTILE	271	301	341	301	321	321	311	291	311	241	291	271	221	311	341	388	351	281	261	311
NO. COMPANIES	6	14	7	18	21	15	16	19	17	9	16	10	12	18	20	23	9	20	16	15
NO. EMPLOYEES	97	276	71	125	338	127	125	980	805	209	223	259	263	1029	2255	821	51	68	578	250

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	272	295	329	277	318	311	252	273	312	210	236	244	307	274	316	372	370	255	241	334
FIRST QUARTILE	211	241	271	231	271	251	211	221	251	171	201	181	251	221	261	301	321	211	221	301
MEDIAN	271	291	331	271	311	301	231	261	331	201	221	221	291	261	301	366	366	241	231	341
THIRD QUARTILE	321	341	388	311	366	366	291	341	366	231	251	281	351	321	366	438	413	281	281	366
NO. COMPANIES	55	75	50	128	135	113	55	87	95	50	97	72	66	103	150	167	31	149	53	59
NO. EMPLOYEES	267	361	102	909	1026	281	235	1403	1308	285	281	300	135	2102	2745	922	370	508	887	1789

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

WESTERN U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	332	366	429	293	337	342	327	271	334	290	256	313	329	319	370	424	396	303	260	315
FIRST QUARTILE	301	301	321	261	301	311	271	241	301	261	241	261	281	281	341	388	366	251	221	271
MEDIAN	341	388	476	291	331	331	291	271	341	281	251	311	321	311	366	413	388	291	261	301
THIRD QUARTILE	366	413	501	331	366	388	331	301	366	301	271	351	351	366	413	476	438	331	281	366
NO. COMPANIES	10	10	5	37	44	34	4	26	32	8	16	28	31	28	34	42	6	36	10	22
NO. EMPLOYEES	17	26	6	148	135	52	4	111	244	16	28	56	37	134	285	176	11	51	20	74

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	288	314	380	284	336	315	252	237	268	210	230	313	310	288	341	411	375	272	246	302
FIRST QUARTILE	261	261	341	251	301	261	251	211	231	181	201	261	281	251	301	366	321	231	221	271
MEDIAN	291	311	366	281	321	311	251	231	261	201	231	301	301	281	341	413	388	271	241	301
THIRD QUARTILE	321	351	413	311	388	366	251	261	301	231	251	341	341	311	366	476	413	301	271	331
NO. COMPANIES	38	44	31	42	51	28	14	45	49	44	50	23	26	41	50	58	18	60	27	34
NO. EMPLOYEES	117	100	43	183	231	44	214	572	913	223	169	48	36	370	351	238	35	105	138	594

RETAIL/WHOLESALE & DISTRIBUTION

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	242	277		260	320	315	241	244	287	219	229	291	301	277	331	400		266	288	307
FIRST QUARTILE	221	221		231	291	261	241	221	261	181	191	271	271	251	301	351		241	211	291
MEDIAN	221	221		261	321	301	241	231	271	211	211	281	301	271	331	413		271	301	291
THIRD QUARTILE	251	321		281	341	351	241	281	321	241	261	311	321	291	351	438		301	331	331
NO. COMPANIES	8	5		29	25	21	4	25	17	14	17	20	15	11	23	26		34	10	15
NO. EMPLOYEES	20	10		282	124	44	544	146	117	24	28	107	45	46	103	88		57	26	92

GOVERNMENT AGENCIES

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	313	285		285	346	321	280	222	272	256	240	332	350	343	283	342	375	254	249	431
FIRST QUARTILE	251	261		231	311	261	241	201	241	231	221	301	301	301	251	311	331	241	231	438
MEDIAN	321	291		271	331	341	251	221	271	261	231	341	331	351	281	366	388	241	231	438
THIRD QUARTILE	366	311		331	388	366	311	241	291	301	251	341	388	388	291	366	413	241	261	438
NO. COMPANIES	3	4		12	10	7	5	10	12	5	8	10	9	11	13	13	7	7	8	2
NO. EMPLOYEES	22	397		345	284	17	46	1491	2898	159	65	127	15	158	1336	1075	48	46	651	25

ALL OTHERS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	305	361	427	336	360	380	306	322	331	237	268	342	332	312	356	425	466	276	249	336
FIRST QUARTILE	251	291	366	261	291	291	231	231	261	211	221	261	271	271	301	388	476	241	221	281
MEDIAN	301	331	438	301	351	366	281	271	281	231	251	301	321	291	351	438	476	271	251	331
THIRD QUARTILE	351	413	476	438	413	476	388	438	438	261	301	501	388	351	413	476	501	301	261	366
NO. COMPANIES	37	51	31	71	86	57	27	55	63	35	58	41	41	65	90	95	19	90	38	36
NO. EMPLOYEES	110	206	50	378	486	172	51	941	654	127	153	114	65	860	1105	500	159	264	312	307

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

EASTERN UNITED STATES

ALBANY, NY

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
								JOB CATEGORY												
AVERAGE	231	289	271	253	297	302	205	260	240	195	203	285	274	282	305	362		242	224	272
FIRST QUARTILE	191	231	231	201	251	251	181	191	191	161	171	221	231	241	251	311		211	191	221
MEDIAN	221	301	261	241	271	291	191	311	221	171	201	311	251	281	301	366		231	201	251
THIRD QUARTILE	261	331	321	321	341	311	231	311	301	211	221	341	351	331	351	388		251	251	301
NO. COMPANIES	6	7	3	24	27	25	14	15	20	10	20	14	18	21	28	29		30	10	20
NO. EMPLOYEES	13	12	3	98	60	32	192	150	138	37	68	50	30	152	117	100		77	59	148

BALTIMORE, MD

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
								JOB CATEGORY												
AVERAGE	279	273	366	268	320	329		233	308	224	219	307	301	310	359	412	361	260	238	336
FIRST QUARTILE	251	251	271	241	301	301		221	251	201	181	241	271	271	331	388	321	221	221	321
MEDIAN	271	281	388	271	321	311		241	321	221	211	301	311	311	351	413	366	241	241	331
THIRD QUARTILE	311	281	413	291	341	366		251	351	231	251	388	351	341	384	438	388	311	251	351
NO. COMPANIES	4	6	6	9	10	7		4	8	4	9	7	5	9	10	12	2	11	4	4
NO. EMPLOYEES	18	27	7	50	73	10		29	38	15	24	15	5	135	127	60	39	22	22	91

BOSTON, MA

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
								JOB CATEGORY												
AVERAGE	291	341	380	265	328	304		238	268	242	228	237	304	306	351	409	375	279	234	378
FIRST QUARTILE	261	301	311	231	281	241		221	251	221	211	211	271	281	311	366	331	241	221	271
MEDIAN	271	331	388	261	321	291		231	261	241	221	221	291	301	341	413	366	271	231	338
THIRD QUARTILE	311	388	438	281	351	366		251	281	261	241	261	331	331	366	438	413	311	251	476
NO. COMPANIES	6	9	5	13	16	12		8	9	8	10	7	5	12	17	18	5	12	8	3
NO. EMPLOYEES	33	33	13	272	218	35		238	525	89	52	42	12	301	303	217	44	27	42	13

BRIDGEPORT (GREATER), CT

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
								JOB CATEGORY												
AVERAGE	251	275	298	277	292	297	292	219	257	228	225	300	297	273	330	394	395	271	248	292
FIRST QUARTILE	241	261	291	231	241	261	281	191	221	191	211	241	251	221	301	366	321	241	211	241
MEDIAN	251	271	291	271	281	311	281	211	251	221	231	291	281	281	331	388	388	281	231	271
THIRD QUARTILE	261	291	301	301	321	331	281	241	281	251	241	351	331	311	366	438	476	301	281	301
NO. COMPANIES	3	5	2	14	16	15	3	8	10	6	7	10	11	12	17	15	6	16	8	8
NO. EMPLOYEES	8	14	10	32	28	24	7	78	112	7	37	17	12	185	179	70	7	32	59	102

BUFFALO, NY

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
								JOB CATEGORY												
AVERAGE	245	256	352	209	269	286	203	216	233	158	187	197	217	236	294	352	238	216	212	234
FIRST QUARTILE	211	221	341	171	211	201	181	161	171	145	145	145	181	201	261	311	201	171	171	191
MEDIAN	221	241	341	181	241	271	191	161	191	145	171	145	181	211	291	341	201	201	191	201
THIRD QUARTILE	281	291	341	231	311	388	211	281	281	145	221	221	231	271	331	388	201	251	251	241
NO. COMPANIES	11	7	6	37	45	38	9	29	36	10	20	22	33	35	41	45	4	44	22	22
NO. EMPLOYEES	59	30	8	171	221	67	318	372	371	318	60	146	138	428	323	142	35	141	231	186

DELAWARE

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
								JOB CATEGORY												
AVERAGE	238	267	269	301	347	309	214	290	291	265	239	390	336	266	308	379	325	270	216	405
FIRST QUARTILE	201	251	261	201	271	221	191	201	231	221	211	311	281	211	241	301	291	221	191	331
MEDIAN	241	251	261	311	331	321	191	271	291	261	241	413	341	241	281	366	291	241	211	388
THIRD QUARTILE	241	261	261	388	413	351	191	311	341	281	271	501	388	321	386	438	321	301	221	501
NO. COMPANIES	10	6	3	20	22	19	10	18	24	7	12	15	12	21	25	27	5	23	9	10
NO. EMPLOYEES	32	19	8	76	58	43	122	236	329	34	37	51	23	275	333	134	10	44	56	77

DOVER (SOUTHERN DE)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	257	238		220	271	245	291	247	278	177	188	280	293	253	310	371		240		272
FIRST QUARTILE	261	191		191	231	211	231	221	231	161	171	241	281	221	271	311		201		251
MEDIAN	271	241		201	261	231	261	241	271	171	171	281	281	231	301	388		241		261
THIRD QUARTILE	271	281		231	291	241	366	281	311	181	181	321	341	281	351	438		281		281
NO. COMPANIES	2	4		5	5	6	3	3	5	2	2	4	5	5	2	7		4		5
NO. EMPLOYEES	5	11		13	23	13	5	14	35	11	6	14	7	24	26	18		7		37

HARRISBURG AREA, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	285	311	317	303	344	321	204	276	305	228	245	274	315	300	347	396	350	253	295	325
FIRST QUARTILE	251	271	301	271	291	321	191	241	271	201	201	231	271	271	321	361	341	211	271	271
MEDIAN	291	301	321	341	351	341	201	291	331	211	231	261	301	311	366	413	366	251	321	311
THIRD QUARTILE	321	366	331	341	413	341	211	301	341	281	261	291	366	331	366	438	366	281	321	388
NO. COMPANIES	24	12	9	36	35	29	10	34	29	18	31	16	24	35	44	52	10	43	21	25
NO. EMPLOYEES	141	41	11	619	257	423	204	1767	1031	458	176	58	66	762	861	290	60	83	1564	411

LANCASTER, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	318	296	239	260	306	283	248	219	264	219	240	251	309	293	288	334		246	220	305
FIRST QUARTILE	301	251	201	221	251	241	221	181	221	191	181	191	241	261	241	281		211	171	271
MEDIAN	311	291	221	251	291	281	241	211	261	241	251	251	291	291	291	331		251	211	291
THIRD QUARTILE	341	331	251	301	351	321	261	241	301	241	281	301	366	331	321	366		261	271	321
NO. COMPANIES	4	6	3	23	30	21	12	19	19	10	16	11	16	22	31	31		28	15	15
NO. EMPLOYEES	15	7	6	86	77	34	115	182	165	21	18	21	28	197	153	89		56	74	95

LEHIGH VALLEY, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	259	276	350	268	350	378	231	237	286	216	248	277	307	268	312	349	349	251	223	282
FIRST QUARTILE	211	251	301	211	261	291	221	201	241	201	201	221	261	231	271	301	261	201	191	221
MEDIAN	261	251	341	261	331	413	231	221	271	201	241	271	301	261	301	341	271	251	211	271
THIRD QUARTILE	301	291	413	301	438	476	231	261	301	221	281	321	341	291	341	388	388	301	261	321
NO. COMPANIES	13	16	11	33	35	30	13	30	24	12	22	23	21	30	32	36	4	32	14	19
NO. EMPLOYEES	37	44	17	107	122	85	124	220	201	37	124	66	31	275	272	147	4	54	69	157

MONTGOMERY COUNTY, PA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	265		265	235	315	297	264	251	288	189	207	326	290	287	311	393	381	272	226	300
FIRST QUARTILE	241		251	201	281	261	241	211	241	171	181	301	221	251	281	341	366	231	201	271
MEDIAN	281		251	221	311	281	271	241	291	181	211	366	251	291	311	388	388	271	221	311
THIRD QUARTILE	291		271	271	341	331	281	281	331	191	221	388	366	321	341	438	388	301	241	331
NO. COMPANIES	5		2	8	7	6	2	3	5	7	5	3	3	5	8	9	2	8	6	6
NO. EMPLOYEES	13		5	21	19	14	29	48	85	72	21	9	6	57	79	60	5	20	109	75

NEWARK (METRO. NJ)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	294	320	366	289	342	333	272	264	317	201	232	305	333	317	362	412	404	275	237	315
FIRST QUARTILE	301	311	341	251	291	301	201	241	271	191	201	241	261	301	331	366	351	251	191	271
MEDIAN	301	321	366	291	331	321	261	261	301	201	221	281	321	321	366	413	413	261	231	301
THIRD QUARTILE	301	331	388	301	366	366	331	281	341	201	251	311	388	331	388	476	438	301	261	341
NO. COMPANIES	8	9	10	19	21	15	4	14	15	8	16	10	11	18	22	20	6	18	11	11
NO. EMPLOYEES	52	40	20	136	143	33	7	223	266	100	72	27	24	236	335	194	17	47	119	76

NEW YORK, NY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	320	363	433	286	351	306	311	269	324	251	236	330	352	313	389	452	449	293	266	341
FIRST QUARTILE	281	311	388	251	301	261	261	231	271	221	201	261	321	281	341	413	413	261	231	271
MEDIAN	301	351	438	291	341	301	301	271	311	251	241	351	341	301	388	476	476	291	261	321
THIRD QUARTILE	351	413	476	311	413	341	341	311	366	271	251	413	388	351	438	501	476	321	301	413
NO. COMPANIES	20	17	17	27	31	22	12	23	29	17	32	17	18	33	36	38	14	37	20	15
NO. EMPLOYEES	51	79	63	108	133	66	35	142	183	39	84	73	31	320	729	309	51	114	89	63

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

PHILADELPHIA, PA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	251	321	331	336	336	343	360	290	329	257	261	278	277	301	348	382	432	294	277	319
FIRST QUARTILE	191	321	321	331	311	341	311	281	301	231	221	231	251	261	331	366	413	261	271	271
MEDIAN	261	331	331	366	321	351	331	291	321	241	261	261	281	281	351	388	413	301	281	331
THIRD QUARTILE	291	341	351	366	341	351	438	321	321	311	281	311	291	311	351	388	476	331	291	351
NO. COMPANIES	12	13	5	21	17	14	8	20	16	13	22	11	12	19	24	29	4	24	13	11
NO. EMPLOYEES	81	61	13	215	30	68	43	338	369	43	46	23	21	118	407	253	9	88	340	82

PITTSBURGH, PA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	243	261	374	301	371	367	239	236	281	216	233	301	313	282	298	391	361	243	277	337
FIRST QUARTILE	201	211	301	231	311	321	191	181	211	191	201	231	261	241	241	331	331	191	221	251
MEDIAN	231	251	351	291	388	366	201	221	251	211	241	271	301	271	291	413	388	241	261	351
THIRD QUARTILE	261	301	476	366	438	438	261	271	341	231	251	351	341	331	366	438	388	291	366	388
NO. COMPANIES	21	13	12	42	45	33	12	31	34	18	27	16	22	37	46	51	10	47	22	22
NO. EMPLOYEES	395	176	12	161	183	67	75	179	382	46	62	29	35	439	802	412	30	128	61	173

PORTLAND, ME

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	272		363	277	289	296	251	249	291	218	231	260		298	323	371	335	260	268	320
FIRST QUARTILE	261		311	251	271	281	231	231	261	181	221	221		271	301	341	321	241	241	281
MEDIAN	281		366	281	281	291	261	251	291	211	241	221		291	321	366	331	261	271	321
THIRD QUARTILE	281		388	291	301	321	261	271	321	261	241	331		321	341	388	351	281	291	351
NO. COMPANIES	4		4	7	9	4	5	4	6	5	4	5		6	7	7	3	7	5	7
NO. EMPLOYEES	18		4	18	18	7	30	42	84	7	13	7		96	113	26	21	14	49	72

PROVIDENCE, RI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		279	295	257	301	309		286	283	226	264		293	286	310	354	296	277	263	255
FIRST QUARTILE		251	271	241	281	291		271	251	181	211		241	271	291	321	261	251	261	251
MEDIAN		291	281	261	301	301		291	281	231	271		301	281	311	351	291	261	271	251
THIRD QUARTILE		301	311	271	321	321		301	311	261	301		351	311	331	388	331	311	281	251
NO. COMPANIES		5	3	6	8	5		6	9	4	3		5	4	8	9	2	8	4	2
NO. EMPLOYEES		9	18	11	83	62		134	68	9	7		14	67	106	38	15	9	11	5

READING, PA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	247	315	397	249	308	327	271	226	285	203	232	280	301	281	314	365	329	248	230	306
FIRST QUARTILE	211	261	311	221	261	261	251	201	241	191	201	231	241	251	281	331	251	221	201	251
MEDIAN	241	291	366	241	291	301	251	211	261	201	231	261	271	271	301	366	261	241	221	281
THIRD QUARTILE	281	388	476	261	341	388	271	241	291	211	251	301	301	311	341	388	388	261	261	341
NO. COMPANIES	9	11	7	25	31	23	6	19	26	6	19	15	16	21	26	27	6	29	18	19
NO. EMPLOYEES	66	56	22	180	139	42	21	356	344	23	36	28	24	211	228	108	10	56	89	349

ROCHESTER, NY

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	228	272	342	278	317	295	215	245	284	201	227	327	310	243	313	371	338	239	230	297
FIRST QUARTILE	181	231	271	251	271	281	191	231	251	181	201	251	251	211	261	311	281	211	201	261
MEDIAN	221	271	281	281	321	281	201	241	271	191	221	311	261	231	311	366	331	241	231	281
THIRD QUARTILE	251	301	341	301	351	311	231	261	311	211	241	388	366	271	366	413	351	261	251	321
NO. COMPANIES	4	8	4	23	26	15	5	13	16	11	14	10	11	22	28	27	5	25	12	16
NO. EMPLOYEES	13	26	4	99	79	38	138	185	252	39	36	16	14	303	235	97	8	46	39	192

SPRINGFIELD (WESTERN MA)

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	256	285	341	266	319	304	248	234	270	222	232	266	284	290	319	369	296	253	247	294
FIRST QUARTILE	231	241	301	241	271	271	201	201	241	211	181	241	251	281	301	351	261	221	221	251
MEDIAN	261	301	341	261	317	301	241	241	291	211	231	251	271	291	321	366	281	251	251	281
THIRD QUARTILE	281	311	388	291	351	341	281	261	291	241	261	311	301	301	331	388	331	281	271	321
NO. COMPANIES	23	15	17	57	63	55	15	41	57	24	29	32	46	40	60	86	7	79	30	47
NO. EMPLOYEES	53	42	21	141	144	84	40	365	506	91	72	62	62	259	372	257	25	134	146	188

STAMFORD (SOUTHERN CT)

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	305	351	411	275	339	333	321	245	298	257	241	283	284	319	370	436	399	289	252	280
FIRST QUARTILE	291	321	388	241	301	291	311	211	261	221	211	231	251	281	341	413	388	261	221	241
MEDIAN	301	351	413	271	331	331	321	231	291	241	241	291	281	311	366	438	388	301	251	261
THIRD QUARTILE	321	366	438	301	366	365	341	271	331	291	261	321	311	351	388	476	413	311	271	301
NO. COMPANIES	6	7	3	15	16	9	6	11	11	5	15	5	5	14	20	21	7	13	6	8
NO. EMPLOYEES	54	53	17	70	95	18	7	102	130	5	55	23	9	155	514	291	34	18	22	67

SYRACUSE, NY

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	231	281	308	252	303	286	233	220	262	198	216	281		279	319	375	298	257	209	290
FIRST QUARTILE	221	251	291	221	271	261	221	201	231	181	201	261		241	291	341	261	241	191	271
MEDIAN	231	281	301	241	281	281	221	211	251	191	211	281		281	321	366	291	251	211	281
THIRD QUARTILE	241	301	311	281	341	321	261	231	281	211	221	311		301	351	388	311	261	221	301
NO. COMPANIES	7	8	6	11	11	7	5	9	10	5	11	3		9	11	11	6	12	5	6
NO. EMPLOYEES	41	38	20	82	92	14	5	136	202	59	35	5		94	87	46	17	15	21	87

UTICA, NY

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	227	239	274	193	261	189	175	193	229	169	157	253	239	226	241	361		202	188	290
FIRST QUARTILE	221	231	241	181	211	171	151	145	191	145	145	191	171	221	171	321		191	161	301
MEDIAN	221	231	241	181	261	171	171	221	241	171	145	231	201	221	251	388		191	181	301
THIRD QUARTILE	231	241	291	221	291	171	191	221	261	181	145	341	271	251	291	388		211	211	301
NO. COMPANIES	3	3	3	10	14	5	3	7	10	6	5	9	6	8	10	7		12	7	6
NO. EMPLOYEES	18	6	4	37	47	25	26	134	126	127	63	17	8	60	86	31		45	95	136

WASHINGTON, DC

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	313	335	390	273	321	337	215	256	280	220	228	248	291	315	357	429	382	279	245	294
FIRST QUARTILE	271	301	351	251	291	311	181	231	261	191	201	211	261	291	321	388	331	241	201	261
MEDIAN	311	341	388	271	311	331	201	261	271	221	231	231	261	321	351	438	366	281	241	281
THIRD QUARTILE	341	366	413	301	351	366	221	281	301	241	251	271	331	341	388	476	438	311	271	321
NO. COMPANIES	25	26	22	39	38	34	18	22	31	20	41	27	25	40	47	52	11	48	22	23
NO. EMPLOYEES	92	97	57	176	304	57	212	193	331	86	129	106	42	785	702	421	23	182	104	313

WESTCHESTER, NY

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	303	299	389	276	334	319	260	254	331	239	261	298	316	310	363	429	380	279	267	285
FIRST QUARTILE	311	271	388	261	301	281	211	221	271	201	231	251	311	281	341	388	366	251	231	241
MEDIAN	311	301	388	271	321	321	251	251	321	231	261	291	311	311	351	438	388	271	261	281
THIRD QUARTILE	311	301	413	291	366	341	281	291	388	271	301	351	311	331	388	476	388	311	291	321
NO. COMPANIES	12	10	8	33	27	23	12	23	26	14	22	11	18	27	38	34	6	36	24	19
NO. EMPLOYEES	65	101	18	159	124	33	28	131	240	41	42	21	82	163	356	222	14	79	89	113

WORCESTER, MA

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	258	286	338	290	330	320	264	260	279	220	234	307	296	287	329	375	327	265	254	305
FIRST QUARTILE	231	261	301	241	281	281	211	231	231	191	211	261	251	241	281	331	301	231	221	241
MEDIAN	261	291	341	281	321	321	241	251	271	211	231	301	291	291	321	366	321	261	241	291
THIRD QUARTILE	301	321	366	321	366	366	301	301	311	241	261	331	331	321	366	413	351	291	291	351
NO. COMPANIES	20	25	15	118	116	87	21	79	89	41	52	77	80	74	105	127	8	126	45	92
NO. EMPLOYEES	30	54	21	352	232	129	74	563	760	167	131	159	116	389	540	338	64	198	166	475

	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

YORK, PA

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	289	294		238	279	296	185	193	246	190	224	318	275	242	291	298	271	251	176	293
FIRST QUARTILE	251	261		221	241	261	171	151	211	161	181	261	231	201	261	241	251	201	145	211
MEDIAN	251	301		231	281	271	181	171	241	191	201	281	251	241	291	301	281	241	151	261
THIRD QUARTILE	366	301		241	321	341	191	231	261	221	251	413	281	281	301	321	281	271	211	366
NO. COMPANIES	2	6		12	10	9	3	10	10	7	5	3	7	7	7	11	2	11	5	6
NO. EMPLOYEES	3	6		25	28	16	132	94	75	19	11	5	9	34	52	59	3	16	20	36

EAST CENTRAL UNITED STATES

AKRON-CANTON, OH

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	286	291	332	275	335	354	235	260	344	245	2[illegible]	312	310	315	366	429	419	274	256	351
FIRST QUARTILE	261	231	311	231	281	291	181	221	271	231	2[illegible]	251	241	271	311	366	366	231	221	291
MEDIAN	281	281	311	271	291	341	221	241	341	241	241	291	301	311	366	438	413	261	251	341
THIRD QUARTILE	301	341	321	311	438	413	281	311	413	251	271	413	366	366	438	501	476	301	281	438
NO. COMPANIES	14	10	6	40	30	31	13	35	33	13	25	23	24	34	40	45	4	37	24	22
NO. EMPLOYEES	59	44	30	210	325	81	82	223	246	79	96	58	71	471	424	232	20	71	201	107

BATTLE CREEK-KALAMAZOO, MI

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	313	316	401	343	363	376	307	291	323	262	308	315	336	330	357	413	341	281	273	323
FIRST QUARTILE	241	271	351	281	281	291	251	251	271	251	231	291	301	281	281	351	271	241	251	221
MEDIAN	321	301	388	331	341	388	311	271	281	251	271	301	321	321	341	413	341	291	251	301
THIRD QUARTILE	388	351	476	413	476	438	351	321	351	251	366	366	366	351	413	476	388	301	291	413
NO. COMPANIES	15	10	9	33	26	23	19	24	30	12	15	14	18	32	35	38	12	27	16	14
NO. EMPLOYEES	23	24	13	115	87	49	31	247	286	87	40	25	37	305	281	117	44	60	89	191

CHICAGO, IL

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	301	343	396	286	321	341	253	271	315	239	251	321	356	320	366	422	389	295	265	344
FIRST QUARTILE	281	311	366	251	291	291	201	251	281	211	221	281	291	281	311	388	341	261	231	281
MEDIAN	291	341	388	281	321	341	231	271	311	231	241	311	351	321	366	413	388	291	261	331
THIRD QUARTILE	321	388	413	321	351	413	301	301	331	261	271	351	413	386	413	476	438	321	291	438
NO. COMPANIES	24	31	19	47	36	31	16	32	39	29	40	23	20	46	48	51	13	51	26	20
NO. EMPLOYEES	185	238	89	208	357	68	243	1317	1703	723	146	69	39	1123	1376	687	32	128	394	232

CHICAGO (NORTH/WEST), IL

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	338	361	282	324	318	292	225	281	208	223	281	301	301	343	419	381	268	244	297
FIRST QUARTILE	271	311	321	261	301	281	241	211	251	191	191	231	261	271	311	388	366	241	211	271
MEDIAN	301	331	351	291	311	311	281	221	281	211	211	271	291	301	341	413	366	261	231	291
THIRD QUARTILE	311	366	388	301	351	351	301	231	301	211	251	321	341	331	366	476	413	291	251	321
NO. COMPANIES	13	11	10	27	26	21	7	16	22	12	22	12	14	25	28	27	7	24	13	10
NO. EMPLOYEES	47	35	12	125	114	36	14	409	411	43	69	24	19	200	301	158	21	47	34	63

CINCINNATI, OH

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	330	328	288	326	322	324	248	308	220	264	370	287	309	339	389	313	262	247	393
FIRST QUARTILE	221	291	301	231	261	271	161	191	251	171	191	301	241	271	301	351	291	221	201	301
MEDIAN	271	331	331	291	321	311	201	231	301	201	231	366	291	311	341	388	331	261	251	388
THIRD QUARTILE	291	366	365	331	366	366	291	291	341	271	311	476	311	341	386	413	341	301	291	501
NO. COMPANIES	26	25	10	38	46	45	8	34	46	24	38	21	30	33	46	43	6	47	26	27
NO. EMPLOYEES	93	136	24	161	198	87	69	394	977	108	139	59	61	504	687	286	9	82	173	216

CLEVELAND, OH

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	253	334	344	277	335	330	376	249	300		271	280	342	295	343	399	371	282	249	313
FIRST QUARTILE	221	291	291	241	291	301	311	221	251		241	231	271	271	311	351	321	231	241	191
MEDIAN	241	331	331	281	331	331	341	251	301		271	251	321	291	341	388	331	291	251	321
THIRD QUARTILE	281	366	366	321	366	366	476	281	351		291	301	413	321	366	476	413	311	261	366
NO. COMPANIES	10	10	9	14	18	11	5	7	10		12	7	9	15	17	15	8	14	8	8
NO. EMPLOYEES	13	23	16	95	74	38	12	51	57		38	10	14	93	170	109	12	23	34	27

COLUMBUS, OH

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	237	323	327	304	358	342	283	239	309	208	222	351	325	296	336	385	344	242	224	312
FIRST QUARTILE	201	271	301	241	291	281	241	211	261	191	191	291	271	251	291	331	291	211	191	261
MEDIAN	231	311	321	281	351	331	281	241	301	201	211	341	311	281	331	388	331	231	221	301
THIRD QUARTILE	261	366	366	351	413	413	321	261	366	221	241	413	366	331	366	438	368	261	241	366
NO. COMPANIES	16	18	14	54	67	42	10	32	41	30	31	25	45	38	64	66	7	57	25	48
NO. EMPLOYEES	52	55	35	251	196	79	32	329	392	135	123	57	63	467	641	229	8	96	91	433

DAYTON, OH

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	304	286	353	263	367	342	306	256	295	249	242	313	345	305	313	385	305	268	275	364
FIRST QUARTILE	251	261	311	201	311	271	251	221	241	221	211	271	301	251	261	331	241	221	241	301
MEDIAN	281	291	366	251	366	331	301	241	281	271	241	311	331	311	321	388	281	261	281	351
THIRD QUARTILE	366	311	388	311	413	388	388	291	331	271	261	366	366	351	366	438	321	301	321	438
NO. COMPANIES	9	10	7	26	26	20	8	17	20	7	16	15	19	27	29	31	3	29	14	14
NO. EMPLOYEES	58	29	12	157	131	39	34	259	264	32	50	69	32	379	296	150	9	55	90	138

DETROIT AREA, MI

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	257	292	332	285	322	302	283	257	304	222	231	281	289	296	345	416	402	278	255	389
FIRST QUARTILE	211	261	291	231	271	231	211	211	251	181	181	231	241	251	301	366	366	241	211	301
MEDIAN	241	291	331	271	311	301	281	241	301	211	221	271	281	291	341	413	388	271	231	388
THIRD QUARTILE	291	311	366	341	366	366	341	291	351	261	261	341	321	341	388	476	476	321	311	476
NO. COMPANIES	12	12	9	26	24	20	7	19	24	14	22	11	17	23	26	27	6	27	15	9
NO. EMPLOYEES	39	26	12	158	178	51	211	554	688	87	100	45	33	407	398	183	31	47	287	173

EVANSVILLE, IN

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	250	348	356	276	297	291	192	217	253	172	232	216	255	254	330	393	278	256	248	264
FIRST QUARTILE	191	291	301	201	221	201	171	171	211	171	161	191	191	191	251	291	241	211	181	221
MEDIAN	201	366	321	311	251	251	191	181	231	171	271	201	251	231	341	388	251	251	281	251
THIRD QUARTILE	301	388	388	331	366	388	201	281	281	171	291	221	271	311	388	501	341	301	301	311
NO. COMPANIES	8	2	4	13	11	7	9	9	11	3	7	5	7	8	11	11	2	12	6	9
NO. EMPLOYEES	16	3	4	41	42	11	125	130	80	9	28	14	8	73	225	46	3	22	31	69

FORT WAYNE, IN

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	282	284	305	296	338	313	241	254	326	226	238	302	286	287	329	360	353	257	253	301
FIRST QUARTILE	221	251	261	261	311	251	211	201	281	171	201	251	271	251	291	321	311	221	211	231
MEDIAN	291	271	271	291	331	301	221	251	331	211	221	281	271	281	311	351	341	251	241	281
THIRD QUARTILE	351	311	366	331	388	388	261	281	366	271	271	351	311	321	366	413	413	271	271	356
NO. COMPANIES	11	12	10	29	26	23	15	22	28	13	21	19	18	28	29	27	6	24	19	18
NO. EMPLOYEES	29	38	19	267	177	59	92	216	569	72	49	66	75	354	307	92	11	57	84	153

GRAND RAPIDS (WEST MI)

TOTAL ALL TYPES OF BUSINESS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	253	330	350	280	342	323	271	262	306	208	235	323	336	290	333	381	339	274	270	305
FIRST QUARTILE	211	291	301	251	281	281	251	221	271	171	181	291	261	261	291	331	281	221	241	231
MEDIAN	251	341	366	291	341	341	251	281	301	191	221	321	331	291	331	388	341	271	241	301
THIRD QUARTILE	291	366	388	311	388	366	291	301	351	231	271	366	388	321	388	438	388	321	321	366
NO. COMPANIES	13	13	12	27	31	23	8	19	23	18	20	18	17	19	29	31	9	39	14	22
NO. EMPLOYEES	37	48	15	229	111	65	15	295	151	65	56	30	28	230	349	156	44	95	70	108

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

INDIANAPOLIS, IN

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	226	271	283	240	286	289	214	209	246	195	211	248	304	239	288	328	301	246	201	284
FIRST QUARTILE	211	241	261	211	251	241	181	191	211	181	181	201	271	231	261	281	281	211	181	241
MEDIAN	221	261	291	241	281	271	201	201	241	191	201	231	291	231	271	311	301	221	191	271
THIRD QUARTILE	241	291	301	281	311	331	221	221	271	201	231	281	331	251	321	366	331	271	221	321
NO. COMPANIES	28	20	10	43	41	35	19	35	34	28	33	29	24	32	44	53	12	45	18	25
NO. EMPLOYEES	86	67	13	298	184	69	140	398	538	121	104	67	37	561	650	333	26	77	80	385

LANSING, MI

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE				219		261		292	329			288	313	297	327	410		298		
FIRST QUARTILE				191		191		281	301			261	271	291	321	366		271		
MEDIAN				191		281		281	331			281	281	291	321	388		291		
THIRD QUARTILE				191		281		301	366			321	388	301	331	413		331		
NO. COMPANIES				2		3		3	3			3	3	2	3	3		3		
NO. EMPLOYEES				4		4		9	13			3	3	10	28	12		3		

PORT HURON, MI

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	264	347		305	338	311	283	267	286	264	208	285	344	255	308	363		236	243	289
FIRST QUARTILE	181	321		271	291	271	261	241	241	241	181	261	281	221	271	291		201	211	251
MEDIAN	281	331		301	351	301	281	281	291	281	191	291	301	241	311	386		241	231	281
THIRD QUARTILE	291	388		366	366	341	291	301	301	291	251	311	476	271	366	413		261	271	311
NO. COMPANIES	3	3		17	18	12	8	11	16	4	7	5	8	13	16	16		17	10	11
NO. EMPLOYEES	4	3		53	47	19	18	94	71	7	11	9	11	88	84	35		19	29	54

ROCKFORD, IL

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	249	283	351	260	325	331	265	241	281	221	226	305	311	270	316	365	338	266	265	311
FIRST QUARTILE	231	261	321	231	291	291	231	221	251	201	201	241	271	241	311	321	311	231	241	271
MEDIAN	241	291	366	261	321	311	271	241	281	221	211	291	311	271	321	366	321	251	281	291
THIRD QUARTILE	261	311	388	281	366	366	321	261	311	251	231	366	351	301	321	388	331	291	281	366
NO. COMPANIES	8	12	8	26	30	25	9	21	25	15	16	21	25	25	32	34	2	34	16	22
NO. EMPLOYEES	26	19	9	72	79	36	17	87	160	32	40	38	47	90	206	121	4	57	138	71

TOLEDO AREA, OH

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	286	313	338	291	377	352	260	261	327	237	263	322	358	321	390	420	353	282	320	329
FIRST QUARTILE	231	271	291	241	311	281	181	211	271	201	211	221	301	281	341	366	291	241	261	271
MEDIAN	271	311	351	261	388	351	211	251	311	221	271	311	331	311	388	413	331	281	321	321
THIRD QUARTILE	311	366	388	351	438	438	311	291	388	271	291	413	413	366	438	501	388	311	366	351
NO. COMPANIES	16	14	11	35	37	34	16	32	31	19	25	18	26	32	41	42	9	37	16	19
NO. EMPLOYEES	66	31	13	133	135	68	80	449	472	70	62	32	49	367	347	187	38	59	127	158

WEST CENTRAL UNITED STATES

CEDAR RAPIDS, IA

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	223	245	321	230	282	285	235	206	272	191	206	218	277	247	290	326	304	219	234	385
FIRST QUARTILE	191	201	251	211	251	241	211	181	221	151	161	171	241	231	271	311	281	201	211	261
MEDIAN	211	231	331	231	271	271	231	201	261	171	201	211	241	241	271	311	301	221	231	331
THIRD QUARTILE	251	271	366	251	321	341	261	231	291	221	231	241	291	261	311	388	331	251	251	501
NO. COMPANIES	10	10	6	17	23	17	5	16	19	12	15	12	13	19	24	21	3	22	12	7
NO. EMPLOYEES	28	28	7	114	86	25	30	233	153	68	37	28	53	167	168	67	3	52	72	29

DAVENPORT, IA (QUAD-CITIES)

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	JOB CATEGORY H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	267	285		305	331	369	286	258	324	214	258	304	317	326	340	423	409	303	219	350
FIRST QUARTILE	241	271		251	261	301	201	211	261	191	201	261	251	281	261	366	388	261	191	271
MEDIAN	271	281		271	291	341	261	231	301	201	231	271	321	341	341	413	388	311	211	291
THIRD QUARTILE	291	331		388	438	476	351	281	366	231	291	341	388	388	413	476	413	366	241	476
NO. COMPANIES	8	6		10	11	8	6	10	12	8	8	7	10	11	11	15	4	16	8	9
NO. EMPLOYEES	29	14		42	27	9	24	134	100	30	10	16	14	57	76	35	8	19	23	38

DES MOINES, IA

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	JOB CATEGORY H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	252	275	318	263	298	290	261	208	261	204	205	239	314	277	326	372	337	245	233	280
FIRST QUARTILE	231	261	301	231	271	261	231	191	231	181	171	201	281	241	301	331	301	211	221	241
MEDIAN	251	261	301	261	291	271	261	211	261	201	191	251	321	271	321	366	321	241	221	271
THIRD QUARTILE	271	301	331	281	331	311	341	231	291	221	231	261	351	321	366	413	366	261	241	331
NO. COMPANIES	30	32	17	54	54	40	18	40	41	37	46	33	25	43	52	54	17	57	31	24
NO. EMPLOYEES	117	138	52	431	307	152	59	1406	1149	315	214	109	54	963	727	222	50	112	577	404

FARGO-MOORHEAD, ND

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	JOB CATEGORY H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	225	226	267	262	285	263	256	218	228	190	221	301	261	237	267	348	277	222	292	237
FIRST QUARTILE	181	201	221	211	241	191	211	181	191	171	191	201	231	191	221	301	221	201	211	201
MEDIAN	231	211	281	251	271	251	261	201	221	181	201	271	231	211	251	341	221	221	311	231
THIRD QUARTILE	261	221	291	311	341	331	271	251	251	201	241	321	261	281	291	388	388	231	366	251
NO. COMPANIES	13	8	7	17	18	13	6	15	17	11	10	8	9	12	18	17	2	20	9	7
NO. EMPLOYEES	35	34	9	40	53	17	15	104	203	32	14	15	19	107	105	45	3	110	71	37

KANSAS CITY, MO

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	JOB CATEGORY H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	238	297	341	266	323	320	251	209	253	188	201	265	331	270	318	385	376	272	215	353
FIRST QUARTILE	211	271	321	221	281	291	241	191	221	171	181	211	261	261	291	351	311	231	201	291
MEDIAN	221	271	321	261	311	321	241	221	271	181	191	221	311	271	321	366	366	261	221	398
THIRD QUARTILE	261	331	366	311	366	366	241	221	271	201	231	366	366	271	341	438	438	311	221	388
NO. COMPANIES	7	6	6	17	14	10	7	13	11	11	9	6	10	12	19	18	5	17	11	12
NO. EMPLOYEES	34	31	10	62	54	18	25	212	481	76	34	14	18	117	179	63	10	35	104	98

LINCOLN, NE

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	JOB CATEGORY H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	215	244	290	273	298	285	246	205	244	186	205	275	267	264	280	332	307	222	257	358
FIRST QUARTILE	181	221	251	221	261	251	211	191	221	171	171	221	211	231	241	271	261	201	201	301
MEDIAN	221	251	281	271	291	281	231	201	241	181	201	241	271	251	271	331	291	221	221	351
THIRD QUARTILE	231	271	321	301	331	311	271	221	261	201	231	301	301	271	301	366	321	231	331	438
NO. COMPANIES	17	17	10	33	30	18	12	19	25	14	25	21	15	24	35	34	9	43	17	15
NO. EMPLOYEES	47	35	10	138	100	21	64	273	328	48	39	53	20	161	172	91	34	73	84	118

MADISON, WI

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	JOB CATEGORY H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	260	298	312	247	317	349	294	255	278	204	219	263	426	310	324	396		264	232	334
FIRST QUARTILE	231	271	301	211	261	271	241	211	221	191	191	211	341	251	271	351		231	211	301
MEDIAN	251	281	311	231	291	331	321	241	261	191	211	241	476	301	311	388		251	221	366
THIRD QUARTILE	281	321	321	261	388	438	341	281	366	211	221	301	476	366	351	476		291	241	366
NO. COMPANIES	7	11	9	13	20	9	8	16	18	11	11	10	9	14	20	24		16	7	11
NO. EMPLOYEES	45	30	10	39	118	15	44	307	89	66	25	35	36	90	106	86		24	32	233

MID-MISSOURI

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	JOB CATEGORY H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	275	265	354	231	282	278	249	220	262	210	223	259	265	246	285	335	284	234	230	252
FIRST QUARTILE	261	231	301	191	241	241	211	191	231	181	201	221	231	231	261	301	231	201	211	211
MEDIAN	271	251	301	221	271	241	221	201	261	211	211	251	231	231	281	321	261	221	241	251
THIRD QUARTILE	271	301	311	261	301	301	271	241	301	221	241	311	271	251	291	366	301	251	241	281
NO. COMPANIES	8	6	4	15	15	14	11	9	13	12	11	6	13	15	17	16	6	15	9	5
NO. EMPLOYEES	63	53	4	223	169	32	87	583	310	60	70	23	59	732	513	217	21	79	358	54

WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

MILWAUKEE, WI

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	299	326	347	316	359	335	311	298	329	222	244	352	316	329	369	421	334	271	261	427
FIRST QUARTILE	261	281	311	251	301	291	261	241	281	191	201	261	281	271	321	366	271	231	231	341
MEDIAN	311	321	341	301	351	321	321	281	321	231	231	301	311	311	366	413	321	281	261	476
THIRD QUARTILE	331	366	388	413	438	388	331	341	388	251	271	476	341	413	413	476	366	301	281	501
NO. COMPANIES	21	21	18	32	40	37	18	36	41	23	31	17	29	33	42	38	13	43	27	19
NO. EMPLOYEES	99	120	21	174	254	86	44	559	1011	108	118	80	65	423	568	256	40	113	232	594

MINNEAPOLIS-ST. PAUL, MN

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	295	323	356	269	326	331	306	266	300	219	229	292	306	292	333	393	384	237	265	353
FIRST QUARTILE	261	291	321	241	281	291	261	221	251	201	201	231	281	261	301	351	331	181	231	291
MEDIAN	281	321	351	261	321	321	291	251	291	211	221	261	301	291	321	388	366	231	261	341
THIRD QUARTILE	311	341	366	291	366	366	341	281	321	231	241	341	321	321	351	438	438	271	281	413
NO. COMPANIES	27	42	21	73	76	57	19	50	42	29	60	40	38	57	81	75	20	88	28	37
NO. EMPLOYEES	62	87	28	316	279	93	31	323	350	108	127	88	60	437	701	326	301	266	109	198

MINNESOTA (SOUTHERN)

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		237		257	314	295	258	215	248	182	239	264	246	282	325	325	247	212	262	251
FIRST QUARTILE		211		221	241	261	211	161	221	161	211	231	211	241	261	281	231	171	231	231
MEDIAN		241		241	311	291	211	211	231	161	211	231	241	281	331	311	241	211	261	251
THIRD QUARTILE		241		271	366	311	351	251	271	191	261	241	261	331	388	351	251	241	291	261
NO. COMPANIES		4		12	14	9	3	12	11	4	3	3	4	11	14	9	2	10	5	7
NO. EMPLOYEES		5		28	25	9	3	76	49	23	6	4	4	45	48	14	5	83	37	16

OMAHA, NE

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	234	296	268	241	317	234	186	185	217	181	187	190	202	236	295	345	327	219	221	204
FIRST QUARTILE	161	241	241	231	281	201	181	171	181	181	181	181	191	221	251	311	281	191	221	181
MEDIAN	231	251	241	231	301	201	181	171	181	181	181	181	191	221	291	331	291	191	221	181
THIRD QUARTILE	251	341	261	241	351	251	181	201	241	181	181	181	191	241	321	388	366	241	221	181
NO. COMPANIES	5	5	4	13	10	7	5	8	7	4	8	3	4	5	10	12	3	14	2	4
NO. EMPLOYEES	8	31	8	53	24	21	51	61	40	55	34	31	13	38	49	41	64	34	30	22

PLATTE VALLEY, NE

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE				195	275	229		207	267		187	189	245	260	268	266		245	190	
FIRST QUARTILE				171	211	181		201	241		171	145	191	231	241	221		171	191	
MEDIAN				181	251	201		201	261		181	161	211	261	271	231		251	191	
THIRD QUARTILE				211	351	261		201	301		181	201	291	281	281	301		291	191	
NO. COMPANIES				6	7	4		5	7		4	6	7	6	5	3		7	4	
NO. EMPLOYEES				29	26	9		52	29		10	102	14	30	22	4		8	9	

ST. LOUIS, MO

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	262	287	314	256	305	289	272	215	239	206	222	251	291	277	303	362	368	241	221	313
FIRST QUARTILE	211	241	281	211	281	251	211	191	211	181	201	211	261	251	271	311	331	211	201	281
MEDIAN	251	291	311	261	311	291	281	201	231	191	211	241	281	271	301	351	366	231	221	311
THIRD QUARTILE	281	321	341	291	341	311	321	231	261	241	261	311	321	301	331	413	413	271	241	341
NO. COMPANIES	13	22	10	23	20	21	5	18	20	10	24	14	10	26	31	36	7	30	18	14
NO. EMPLOYEES	36	47	13	121	145	30	20	203	362	24	58	33	22	228	252	177	54	69	71	87

TOPEKA, KS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	230		310	232	281	302	218	227	239	191	196	207	263	248	305	420	311	214	232	302
FIRST QUARTILE	211		291	211	241	261	191	201	211	171	171	191	241	231	261	413	301	181	211	251
MEDIAN	221		321	231	241	321	221	221	221	181	191	201	261	251	291	413	311	201	221	301
THIRD QUARTILE	241		331	241	321	366	231	251	241	201	211	211	291	251	351	476	321	201	241	351
NO. COMPANIES	2		3	3	4	4	3	3	3	3	3	3	4	2	4	3	2	3	2	3
NO. EMPLOYEES	18		7	31	21	10	18	68	43	16	16	9	6	13	77	13	3	4	10	177

WATERLOO, IA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	349	283	279	328	321	239	252	297	232	232	268	314	250	322	359		258	236	297
FIRST QUARTILE	221	321	241	251	291	311	211	221	261	201	191	241	301	221	301	311		221	221	241
MEDIAN	221	321	301	261	351	311	221	251	291	221	241	251	331	231	311	351		261	231	291
THIRD QUARTILE	271	366	321	311	366	351	231	281	321	271	261	301	341	261	351	388		291	231	311
NO. COMPANIES	5	2	2	11	6	8	4	8	6	7	6	6	7	5	11	10		13	7	5
NO. EMPLOYEES	14	4	5	55	15	10	8	56	66	24	10	24	9	58	78	38		18	48	36

WICHITA, KS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	282	499	315	241	309	254	248	242	254	212	237	300	289	329	325	379	313	240	233	313
FIRST QUARTILE	241	271	271	211	271	201	211	211	211	191	201	291	241	271	281	331	241	191	191	231
MEDIAN	271	311	301	221	321	241	231	231	251	201	221	321	291	311	321	366	261	241	231	311
THIRD QUARTILE	301	321	351	271	351	281	271	261	281	231	251	321	311	438	366	413	366	271	251	351
NO. COMPANIES	12	8	7	22	21	17	8	11	18	14	17	11	13	19	20	24	9	22	12	9
NO. EMPLOYEES	33	37	11	222	127	41	31	122	225	107	37	36	23	359	230	155	25	73	139	34

SOUTHERN UNITED STATES

ATLANTA, GA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	295	310	345	250	303	316	299	234	290	212	216	250	296	317	339	406	355	262	260	262
FIRST QUARTILE	281	261	331	231	271	261	271	221	261	191	201	211	251	281	321	366	321	221	231	251
MEDIAN	291	311	341	241	291	311	271	231	281	201	221	221	311	311	341	413	366	251	251	271
THIRD QUARTILE	311	341	366	261	321	366	341	241	311	211	221	251	311	341	351	438	389	301	281	321
NO. COMPANIES	5	8	5	13	12	10	3	8	7	4	11	7	8	10	16	14	3	16	7	8
NO. EMPLOYEES	17	19	12	149	221	22	6	98	196	20	34	13	13	374	169	96	10	25	52	79

BIRMINGHAM, AL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	270	350	225	291	293	237	215	270	187	197	235	300	257	284	329	340	251	204	293
FIRST QUARTILE	241	221	291	181	251	261	211	191	221	171	171	201	251	221	251	291	321	221	181	241
MEDIAN	261	261	351	221	271	291	231	201	261	181	191	231	271	251	281	311	341	241	201	271
THIRD QUARTILE	281	311	366	251	321	331	261	231	291	201	211	321	366	291	301	351	366	281	221	351
NO. COMPANIES	9	10	5	19	24	21	11	15	17	17	18	14	13	20	23	22	8	24	12	13
NO. EMPLOYEES	32	30	7	73	149	43	173	397	204	143	61	69	15	301	451	260	17	49	62	145

CHARLOTTE, NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	282	313	353	287	346	341	203	294	320	245	249	259	270	343	332	371	340	270	246	361
FIRST QUARTILE	271	311	341	251	291	271	161	241	271	191	221	221	251	271	291	341	311	231	231	311
MEDIAN	271	311	341	281	351	311	181	301	311	201	241	261	261	321	311	366	341	251	241	346
THIRD QUARTILE	291	311	341	321	388	388	211	341	366	311	271	301	271	413	351	388	341	291	251	413
NO. COMPANIES	6	5	4	20	20	18	3	16	17	7	14	11	9	16	20	21	6	20	9	10
NO. EMPLOYEES	23	47	37	110	111	42	17	358	431	14	47	19	13	325	308	92	11	44	106	242

CHATTANOOGA TN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		387		320	391	349	249	243	341	218	279	330	360	275	362	405		257	297	291
FIRST QUARTILE		388		321	291	301	211	221	281	161	231	271	331	231	301	351		201	231	271
MEDIAN		388		341	388	331	211	241	331	161	301	366	331	261	366	438		241	281	261
THIRD QUARTILE		388		341	476	413	231	261	413	331	321	366	366	311	438	476		311	331	366
NO. COMPANIES		3		13	13	11	5	10	7	3	4	6	5	10	12	13		12	9	8
NO. EMPLOYEES		5		82	27	14	21	34	17	3	5	7	5	24	29	17		16	21	14

	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

COLUMBIA, SC

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	219	236	308	254	310	318	217	262	273	171	213	291	288	274	339	380		256	229	290
FIRST QUARTILE	201	211	291	231	281	281	191	181	201	151	171	221	231	241	281	321		211	201	231
MEDIAN	221	231	311	251	291	311	201	271	271	161	201	291	261	331	351			241	211	271
THIRD QUARTILE	221	241	321	291	351	341	231	331	331	171	241	306	311	311	388	438		281	251	341
NO. COMPANIES	6	8	3	14	11	14	6	9	11	8	8	11	7	15	14	17		16	9	13
NO. EMPLOYEES	13	20	6	49	21	21	476	242	288	54	25	27	9	174	194	63		36	73	436

DALLAS, TX

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	350	371	413	280	333	353	321	249	307	237	269	321	352	345	397	444	433	314	267	374
FIRST QUARTILE	301	341	366	251	291	311	231	221	271	201	231	251	331	301	351	413	388	281	241	261
MEDIAN	321	366	413	271	321	341	341	241	311	231	251	261	341	341	389	476	438	311	251	388
THIRD QUARTILE	388	389	476	301	366	388	351	261	331	261	291	331	388	388	438	501	476	341	291	476
NO. COMPANIES	9	23	12	20	18	15	7	13	21	14	18	6	8	19	20	24	6	26	10	5
NO. EMPLOYEES	20	91	14	121	98	43	8	58	115	57	54	12	31	153	229	92	134	77	74	35

FORT WORTH, TX

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	334	332	411	297	357	308	324	253	293	225	363	195		309	340	382	400	264	269	347
FIRST QUARTILE	321	271	366	251	311	241	281	221	261	201	321	131		261	301	351	351	241	231	301
MEDIAN	321	321	388	251	351	261	311	251	301	221	388	181		311	321	388	388	241	261	321
THIRD QUARTILE	321	351	476	331	388	321	388	291	331	221	438	181		351	388	388	438	281	301	356
NO. COMPANIES	2	4	5	8	8	4	4	3	5	4	6	3		5	7	7	3	7	2	4
NO. EMPLOYEES	7	25	7	28	28	5	11	68	83	48	56	55		34	39	20	58	26	140	22

GREENSBORO, NC

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	260	302	373	263	299	307	230	247	251	202	223	220	308	270	303	357	314	264	251	340
FIRST QUARTILE	251	301	366	241	261	291	211	231	211	191	201	211	281	251	271	321	301	231	231	271
MEDIAN	261	301	388	261	291	301	221	251	241	201	221	211	291	281	301	366	311	261	251	311
THIRD QUARTILE	271	301	388	281	321	331	241	271	271	201	241	231	351	281	321	388	341	291	261	413
NO. COMPANIES	7	7	4	13	14	7	3	11	12	3	7	8	6	9	12	16	2	16	2	10
NO. EMPLOYEES	28	38	23	69	47	12	40	59	147	11	21	19	7	77	139	135	10	21	80	43

GREENVILLE, SC

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	313	263	305	243	279	308		234	283	186	200	256	254	253	273	340	321	250	225	316
FIRST QUARTILE	231	221	271	231	241	271		201	231	171	161	201	231	211	251	311	291	231	191	261
MEDIAN	366	251	281	241	271	311		221	261	181	191	241	251	241	271	351	291	241	231	311
THIRD QUARTILE	366	291	301	251	311	331		241	331	191	201	281	261	271	291	366	341	271	241	346
NO. COMPANIES	4	3	4	13	11	7		7	11	6	6	4	4	10	10	16	3	10	4	7
NO. EMPLOYEES	15	5	4	51	30	12		33	49	29	19	6	4	42	73	63	16	23	14	43

HIGH POINT, NC

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		276		255	302	283			222					198	284	356		237	236	348
FIRST QUARTILE		191		251	271	251			221					171	191	301		181	161	271
MEDIAN		291		261	311	271			221					211	331	301		241	261	271
THIRD QUARTILE		311		271	321	291			241					211	331	413		251	261	501
NO. COMPANIES		2		5	4	4			4					2	2	5		5	2	2
NO. EMPLOYEES		4		16	24	5			13					3	3	6		8	4	3

HOUSTON, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE					347	367		275	317	241	248		291	356	391	417		294		346
FIRST QUARTILE					291	261		271	291	221	221		281	321	351	366		261		311
MEDIAN					321	386		271	301	231	261		291	331	388	388		271		341
THIRD QUARTILE					388	366		271	331	241	261		361	413	413	476		301		366
NO. COMPANIES					6	4		3	4	2	2		4	3	7	8		9		3
NO. EMPLOYEES					16	4		11	8	7	3		5	5	22	18		10		13

JACKSONVILLE, FL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	260	295	281	256	276	295	216	220	279	191	233	266	297	260	298	364	321	247	227	278
FIRST QUARTILE	231	231	251	221	231	271	201	201	251	181	191	251	261	231	251	301	291	211	201	251
MEDIAN	251	301	281	241	271	291	211	211	281	181	241	261	281	261	301	366	311	231	231	271
THIRD QUARTILE	271	321	311	281	311	321	[illegible]	241	301	201	261	281	341	281	331	413	321	261	241	291
NO. COMPANIES	8	11	2	18	18	15	7	18	22	9	13	10	16	14	23	20	4	18	11	10
NO. EMPLOYEES	17	23	10	134	210	71	99	639	875	88	63	56	50	191	337	100	32	40	102	147

KINGSPORT (EAST TN)

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	360	304	343	301	366	336	216	277	314	225	329	302	328	328	321	359	359	253	295	346
FIRST QUARTILE	321	281	311	261	301	271	181	221	261	201	271	271	281	281	271	291	191	181	251	271
MEDIAN	388	291	331	301	388	311	211	261	311	211	331	301	341	301	331	388	331	251	281	366
THIRD QUARTILE	388	301	366	351	413	413	241	351	388	231	351	331	388	388	366	388	413	291	388	413
NO. COMPANIES	6	4	3	19	20	15	8	12	12	3	9	11	11	16	21	22	4	21	8	15
NO. EMPLOYEES	20	4	6	76	70	22	135	109	81	20	13	47	27	136	147	61	4	33	22	160

KNOXVILLE (GREATER), TN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	207	255	281	257	315	265	207	202	248	217	261	270	293	221	287	345	217	212	209	237
FIRST QUARTILE	201	241	261	231	291	211	181	171	211	171	271	271	211	191	251	321	181	171	171	201
MEDIAN	201	271	301	261	301	301	181	191	271	241	271	271	251	201	301	351	181	171	211	211
THIRD QUARTILE	201	271	301	271	311	301	221	241	271	241	271	271	321	251	301	351	181	241	241	261
NO. COMPANIES	5	8	3	12	12	10	8	9	12	9	8	9	7	12	12	15	4	15	6	6
NO. EMPLOYEES	47	188	49	149	138	92	34	170	328	104	65	121	20	388	532	120	19	58	203	43

LITTLE ROCK, AR

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	245	328	359	264	302	318	257	252	243	197	229	196	257	316	308	419		250	285	341
FIRST QUARTILE	221	331	271	251	281	321	211	261	211	181	221	191	241	271	221	388		181	281	321
MEDIAN	221	331	388	251	331	321	281	261	231	181	221	191	241	351	311	438		241	291	366
THIRD QUARTILE	281	331	388	271	331	321	281	261	281	231	241	191	261	351	331	501		301	291	366
NO. COMPANIES	2	5	2	7	11	5	5	8	8	5	6	2	4	8	9	11		10	3	7
NO. EMPLOYEES	5	26	4	26	65	9	45	76	38	15	23	8	7	81	119	45		19	58	296

LOUISVILLE, KY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	238	231	284	235	302	300	218	229	272	198	210	249	283	247	253	342		231	194	313
FIRST QUARTILE	201	201	251	201	261	241	171	221	251	171	181	191	221	211	201	301		201	145	281
MEDIAN	201	221	291	231	291	281	211	221	271	191	201	221	251	231	241	331		211	191	311
THIRD QUARTILE	301	241	301	261	341	351	251	241	301	211	231	291	301	281	291	388		261	221	341
NO. COMPANIES	7	6	7	18	15	16	10	12	18	8	16	10	11	14	23	16		14	7	13
NO. EMPLOYEES	13	38	17	71	60	29	70	307	296	41	59	29	12	184	230	86		28	21	226

NASHVILLE, TN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	367	326		245	319	310	264	231	285	202	218	265	277	271	312	355		261		255
FIRST QUARTILE	261	311		231	291	291	231	231	221	191	191	211	231	251	251	291		211		221
MEDIAN	361	321		231	291	291	261	231	291	211	201	231	291	271	311	351		241		251
THIRD QUARTILE	271	321		261	321	321	291	231	291	211	231	251	301	291	351	413		271		291
NO. COMPANIES	4	4		5	7	7	5	5	4	4	6	5	6	5	9	9		10		4
NO. EMPLOYEES	10	5		27	34	16	9	39	22	10	20	7	8	101	107	43		15		28

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE

NORFOLK (HAMPTON ROADS), VA

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE	284			216	251	309	230	179	222		279		251	236	360	456		256		245
FIRST QUARTILE	231			191	221	311	201	171	211		201		221	221	261	351		191		221
MEDIAN	301			221	251	331	201	171	221		201		241	241	311	501		241		241
THIRD QUARTILE	321			231	271	331	241	181	231		301		261	261	501	501		281		251
NO. COMPANIES	2			4	4	5	2	3	3		4		2	2	4	4		6		2
NO. EMPLOYEES	3			28	21	5	8	10	20		5		4	11	55	24		11		14

OKLAHOMA CITY, OK

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE		293	351	281	340	339	309	240	270	196	227	277	294	291	329	405	337	256	245	326
FIRST QUARTILE		271	291	251	291	301	231	201	231	171	201	251	251	251	301	351	311	221	211	281
MEDIAN		281	291	271	321	311	261	231	251	191	201	271	271	281	331	413	321	231	261	301
THIRD QUARTILE		301	388	311	388	366	341	271	281	221	251	321	351	311	341	476	366	251	271	366
NO. COMPANIES		9	5	15	19	16	8	10	14	8	13	12	12	13	18	21	6	15	6	9
NO. EMPLOYEES		39	6	109	102	32	28	90	252	36	41	33	15	238	203	85	17	36	97	112

ORLANDO (GREATER), FL

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE	285	285	334	284	316	283	195	302	253	237	221	301	281	295	325	365	329	260	256	318
FIRST QUARTILE	251	261	301	241	281	261	181	231	211	201	201	251	251	251	291	321	321	231	221	311
MEDIAN	291	281	331	291	321	281	191	331	231	241	211	291	291	301	331	366	321	271	261	366
THIRD QUARTILE	331	311	366	311	351	321	201	366	291	271	231	366	301	341	366	413	331	291	281	366
NO. COMPANIES	7	13	6	14	17	11	5	13	15	6	15	12	11	14	18	19	4	21	8	6
NO. EMPLOYEES	49	51	17	194	223	49	99	372	189	70	45	45	35	238	386	126	10	91	302	190

RALEIGH (RESEARCH TRIANGLE), NC

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE	256	281	321	247	303	300	268	263	312	215	236	227	238	273	313	358	339	245	238	309
FIRST QUARTILE	221	251	291	231	261	251	221	231	271	191	221	201	221	251	271	321	311	221	231	281
MEDIAN	251	271	321	241	281	301	271	251	331	211	221	221	221	271	301	366	331	241	231	331
THIRD QUARTILE	271	301	341	271	331	341	311	291	331	231	261	241	221	291	351	388	341	271	231	331
NO. COMPANIES	12	15	5	23	26	24	9	18	17	13	14	19	14	21	23	30	5	31	10	15
NO. EMPLOYEES	127	108	13	192	365	93	104	977	662	120	145	162	267	1067	2224	754	6	105	379	572

RICHMOND, VA

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE	255	282	319	233	269	265	261	219	295	194	224	256	291	252	298	373	336	243	237	276
FIRST QUARTILE	171	251	181	221	231	221	221	181	241	171	181	221	251	221	251	321	301	201	201	241
MEDIAN	261	281	321	221	261	251	261	211	291	181	221	271	281	251	301	366	331	251	241	291
THIRD QUARTILE	301	311	388	241	321	301	301	251	331	211	251	291	301	281	341	413	366	281	261	291
NO. COMPANIES	13	17	11	30	22	21	10	16	21	14	19	9	18	22	31	31	10	32	11	13
NO. EMPLOYEES	59	58	19	137	94	73	47	135	183	115	78	24	33	163	425	196	158	63	95	259

ROANOKE, VA

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE	221	251		258	321	347	216	220		194	244	321	252	265	324	382		249	176	277
FIRST QUARTILE	201	231		201	241	261	201	191		181	171	201	191	221	251	311		201	145	231
MEDIAN	211	251		241	271	366	201	231		191	261	413	201	241	291	351		231	191	241
THIRD QUARTILE	251	261		321	413	438	221	241		211	271	413	251	321	413	476		241	191	311
NO. COMPANIES	2	2		6	7	5	3	3		2	4	4	4	6	7	8		5	2	4
NO. EMPLOYEES	3	9		21	20	15	57	24		3	11	13	5	66	65	35		10	3	60

SAN ANTONIO, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	266	273		314	351	329	262	243	292	218	217	250	261	273	334	387	403	249	224	320
FIRST QUARTILE	251	281		251	301	251	221	221	251	191	211	221	241	251	301	341	366	221	201	241
MEDIAN	251	281		281	351	271	231	231	281	221	211	221	271	261	331	366	366	241	231	301
THIRD QUARTILE	271	281		311	413	413	271	251	321	231	221	291	271	291	351	438	476	261	241	351
NO. COMPANIES	3	3		5	5	5	2	5	4	3	4	3	2	4	6	6	2	6	4	4
NO. EMPLOYEES	4	6		21	35	6	17	64	110	7	22	14	3	66	109	28	3	17	13	81

TULSA, OK

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	298	347	360	312	351	396	251	281	309	225	254	312	325	312	378	440	343	297	276	349
FIRST QUARTILE	251	301	321	271	311	351	231	241	251	201	231	291	311	281	341	388	291	241	251	301
MEDIAN	271	331	365	301	331	366	231	291	291	221	241	291	311	311	366	476	321	271	261	331
THIRD QUARTILE	311	366	388	351	388	438	251	311	366	251	271	311	331	341	413	501	321	341	321	388
NO. COMPANIES	4	6	6	10	9	5	4	4	6	2	4	6	3	6	9	11	2	11	5	5
NO. EMPLOYEES	8	18	18	26	46	14	8	58	83	20	15	12	8	153	106	41	4	26	18	96

WINSTON-SALEM, NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	254	301		272	287	297	208	217	255	192	232	276	307	243	309	315	310	227	215	289
FIRST QUARTILE	221	281		251	271	281	201	201	221	191	221	191	281	221	261	271	271	201	191	241
MEDIAN	241	281		251	291	301	201	231	261	191	221	251	291	231	301	321	271	211	191	311
THIRD QUARTILE	291	331		281	311	321	201	231	291	191	241	341	321	251	351	366	388	241	241	311
NO. COMPANIES	3	3		7	10	7	3	6	7	2	6	4	3	7	8	11	2	10	5	5
NO. EMPLOYEES	25	28		43	25	11	34	54	35	11	11	9	5	169	146	43	3	53	8	49

WESTERN UNITED STATES

BAKERSFIELD, CA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	332	308		289	339	331	267	291	347	228	255	339	333	300	372	419	349	328	280	346
FIRST QUARTILE	281	221		261	301	291	241	261	331	171	211	311	311	251	331	366	331	251	271	301
MEDIAN	341	321		271	331	311	261	301	351	221	251	351	311	301	366	438	331	301	271	366
THIRD QUARTILE	341	413		321	351	341	281	321	366	281	281	366	351	321	413	476	331	388	271	398
NO. COMPANIES	5	4		13	13	7	6	6	10	5	6	3	5	9	13	12	3	11	5	2
NO. EMPLOYEES	6	9		83	53	14	30	26	34	9	8	10	8	22	55	31	5	21	44	5

DENVER, CO

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	299	309	395	361	405	368	277	231	311	282	239	352		349	380	438	407	264	288	358
FIRST QUARTILE	291	261	366	341	388	281	241	191	291	261	211	321		331	341	413	388	231	261	291
MEDIAN	291	281	366	366	413	366	271	201	311	291	231	356		366	388	438	413	251	281	365
THIRD QUARTILE	311	341	438	388	438	388	311	231	341	311	271	388		388	413	476	438	291	321	413
NO. COMPANIES	5	4	4	5	8	4	3	7	8	5	6	6		5	11	12	5	11	4	4
NO. EMPLOYEES	9	4	9	74	79	4	23	20	185	117	23	31		21	75	50	18	12	174	89

EUGENE, OR

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE				327	331	333	284	275	269	251		280	319	291	323	401		273		317
FIRST QUARTILE				301	311	281	261	241	251	231		261	301	281	301	301		251		291
MEDIAN				301	331	301	291	301	271	241		271	301	291	311	388		281		311
THIRD QUARTILE				366	341	388	301	301	291	271		291	301	301	331	501		281		351
NO. COMPANIES				3	4	6	2	4	4	3		2	4	2	5	5		5		2
NO. EMPLOYEES				22	12	8	3	36	61	23		7	14	24	18	7		22		17

LOS ANGELES, CA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	308	375	415	291	336	350	279	262	326	231	260	276	348	348	383	447	427	292	286	313
FIRST QUARTILE	241	366	351	251	301	321	261	221	271	201	241	251	321	321	351	413	388	251	261	291
MEDIAN	281	366	386	291	321	351	261	251	301	221	261	291	341	351	388	476	413	291	281	301
THIRD QUARTILE	351	413	476	321	366	366	311	301	366	241	281	281	366	388	413	476	476	311	311	331
NO. COMPANIES	8	11	8	19	19	15	3	13	12	11	15	12	11	15	20	23	8	21	12	13
NO. EMPLOYEES	24	37	12	114	108	23	7	67	60	44	26	70	17	126	154	159	14	52	60	71

A	WORD PROCESSING OPERATOR - LEVEL B
B	WORD PROCESSING OPERATOR - LEVEL A
C	LEAD WORD PROCESSING OPERATOR
D	ACCOUNTING CLERK - LEVEL B
E	ACCOUNTING CLERK - LEVEL A
F	PAYROLL CLERK
G	CASHIER
H	GENERAL CLERK - LEVEL B
I	GENERAL CLERK - LEVEL A
J	FILE CLERK
K	MAIL CLERK
L	SHIPPING/RECEIVING CLERK
M	PURCHASING CLERK
N	SECRETARY - LEVEL B
O	SECRETARY - LEVEL A
P	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.
Q	LEGAL SECRETARY/ ASSISTANT
R	SWITCHBOARD OPERATOR/RECEPTIONIST
S	CLERK TYPIST
T	CUSTOMER SERVICE REPRESENTATIVE

PHOENIX, AZ

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	271	277	331	273	343	363	249	244	279	196	236	344	284	295	318	392	345	252	233	293
FIRST QUARTILE	231	251	291	221	291	291	231	211	261	181	201	291	241	271	271	366	311	231	221	261
MEDIAN	261	271	301	251	321	351	241	231	271	191	231	311	281	291	321	388	341	241	231	291
THIRD QUARTILE	301	291	366	291	388	476	241	241	271	201	241	388	321	321	351	413	388	271	241	331
NO. COMPANIES	23	27	12	51	50	42	9	40	40	23	41	36	30	47	54	61	10	59	24	26
NO. EMPLOYEES	108	186	44	477	444	127	32	817	971	113	146	132	63	819	905	397	23	175	631	380

PORTLAND, OR

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	277	316	355	335	357	372	332	326	299	200	227	301	341	278	321	385	352	275	245	291
FIRST QUARTILE	261	291	281	261	291	281	271	241	231	171	201	251	281	251	281	341	321	251	211	261
MEDIAN	271	311	341	301	331	366	301	271	271	191	221	251	321	271	311	388	331	271	231	291
THIRD QUARTILE	291	331	388	438	388	501	366	476	331	231	241	341	388	301	351	413	366	301	271	311
NO. COMPANIES	14	14	9	22	27	21	4	21	25	11	15	15	12	15	21	28	5	22	7	11
NO. EMPLOYEES	34	27	12	138	127	61	4	624	593	47	37	22	13	135	174	94	16	77	28	92

PUEBLO, CO

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		259		243	301	295	229	278	249	212	210		288	294	287	416		230	221	305
FIRST QUARTILE		231		211	271	281	191	221	241	211	201		251	271	241	389		221	181	271
MEDIAN		241		241	281	301	211	221	251	221	201		281	291	281	388		231	231	271
THIRD QUARTILE		301		271	301	311	241	271	251	221	231		331	291	321	438		241	241	341
NO. COMPANIES		2		5	9	3	5	5	4	5	2		4	4	7	6		6	5	4
NO. EMPLOYEES		5		11	10	5	30	54	48	22	10		7	12	39	11		19	45	6

SALEM AREA, OR

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	279	288	388	274	308	311	221	221	264	155	231	322	298	236	272	333		217	252	298
FIRST QUARTILE	261	261	321	251	281	251	201	191	241	151	191	301	251	211	241	301		191	201	231
MEDIAN	261	291	321	281	301	301	201	221	271	151	231	341	291	251	281	341		221	251	291
THIRD QUARTILE	301	311	476	301	331	388	211	241	291	161	251	341	331	261	291	366		251	251	351
NO. COMPANIES	3	6	5	10	14	10	4	10	10	2	6	7	13	5	12	12		12	3	8
NO. EMPLOYEES	5	313	5	155	114	11	8	1296	2257	5	7	92	15	14	1092	952		15	6	34

SAN FRANCISCO, CA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	327	435	458	368	383	361	386	302	349	254	256	301	381	360	410	455	476	306	255	373
FIRST QUARTILE	311	388	438	301	341	211	301	251	301	211	221	251	331	321	366	413	476	271	211	331
MEDIAN	321	438	476	351	388	366	321	281	351	231	241	301	366	366	413	476	501	301	241	341
THIRD QUARTILE	351	501	501	413	438	501	476	351	388	281	281	341	413	388	476	501	501	351	301	388
NO. COMPANIES	4	13	12	15	17	6	5	13	13	6	14	6	11	13	18	21	7	19	10	6
NO. EMPLOYEES	8	74	19	54	71	12	6	119	108	28	65	7	11	103	177	112	138	61	79	41

SAN JOSE, CA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	366	414	486	281	357	356	244	316	365	255	320	314	378	357	420	454		293	287	371
FIRST QUARTILE	321	413	476	261	331	291	241	261	331	221	271	251	321	331	388	413		271	281	351
MEDIAN	351	413	476	261	341	321	241	301	366	231	301	301	366	366	413	476		281	281	366
THIRD QUARTILE	366	413	501	291	366	438	241	386	388	281	366	388	388	388	476	501		311	301	388
NO. COMPANIES	8	6	3	9	11	10	4	11	11	9	10	11	10	9	12	14		14	6	7
NO. EMPLOYEES	16	17	5	62	54	21	548	74	158	15	17	25	18	63	149	83		25	10	47

SEATTLE, WA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	309	339	373	283	344	327	321	247	279	224	242	335	345	286	343	410	373	284	247	305
FIRST QUARTILE	251	301	321	251	311	281	271	211	221	191	201	231	301	251	311	366	321	251	221	271
MEDIAN	301	321	331	271	331	331	291	231	271	211	241	321	331	281	341	388	366	281	241	291
THIRD QUARTILE	341	366	413	321	366	366	366	261	321	241	271	438	366	301	366	476	438	321	251	321
NO. COMPANIES	15	15	8	23	28	14	3	21	23	15	19	13	12	19	19	22	5	29	12	17
NO. EMPLOYEES	36	31	8	65	89	23	7	87	179	94	56	28	14	51	87	108	19	59	35	131

SEQUOIA, CA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	333	395	449	332	380	368		255	325	238	301	268	381	352	406	464	459	324	268	314
FIRST QUARTILE	301	351	413	301	351	301		221	291	211	241	261	331	301	388	438	438	291	251	341
MEDIAN	301	388	438	341	388	388		251	321	241	301	261	366	341	413	476	476	331	251	341
THIRD QUARTILE	366	413	476	351	388	413		271	341	241	351	281	413	388	413	501	476	351	281	341
NO. COMPANIES	2	6	3	8	7	4		4	3	7	7	2	3	7	9	10	2	9	4	2
NO. EMPLOYEES	9	17	6	31	45	6		14	37	19	16	3	6	68	186	49	9	21	28	12

TACOMA, WA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	327	292	360	309	290	308	257	256	330	215	240	289	305	319	372	415	392	294		331
FIRST QUARTILE	321	281	301	261	261	281	251	221	311	211	211	231	271	281	341	366	366	261		301
MEDIAN	321	301	366	281	281	301	251	261	366	211	251	261	291	311	341	388	413	301		311
THIRD QUARTILE	366	301	413	388	321	311	251	301	366	211	251	291	291	351	413	476	413	341		351
NO. COMPANIES	5	3	3	7	7	5	4	5	8	3	6	6	5	6	7	7	3	8		7
NO. EMPLOYEES	26	13	3	48	51	14	159	19	133	5	28	13	10	110	62	18	9	13		207

CANADA

CALGARY, AB

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		390	473	422	465	405	419	376	420		333	370			480	484		400		462
FIRST QUARTILE		351	413	388	476	351	413	351	413		291	341			476	476		413		476
MEDIAN		413	476	413	476	388	413	388	413		341	351			476	501		413		476
THIRD QUARTILE		413	501	476	501	476	413	388	438		366	388			501	501		438		476
NO. COMPANIES		4	4	5	4	3	2	5	6		2	5			8	8		5		3
NO. EMPLOYEES		19	4	11	12	3	4	37	149		3	6			44	19		9		7

EDMONTON, AB

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	317			314	397	354				264			410	356	369	442		345	326	
FIRST QUARTILE	301			211	366	341				251			341	366	331	341		351	261	
MEDIAN	301			341	388	366				251			388	366	351	476		351	351	
THIRD QUARTILE	301			351	413	388				251			501	366	413	501		351	351	
NO. COMPANIES	2			3	5	4				2			3	3	6	4		4	3	
NO. EMPLOYEES	4			4	11	5				6			3	22	27	9		11	38	

HAMILTON, ON

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE		346	462	403	449	396	362	321	383	361	390	353	451	407	397	438	439	366	365	433
FIRST QUARTILE		341	388	311	388	321	331	241	321	291	321	301	388	321	341	388	251	281	321	366
MEDIAN		341	501	388	501	413	366	321	388	388	413	321	501	413	366	413	501	341	341	476
THIRD QUARTILE		366	501	501	501	501	366	366	476	438	501	438	501	501	438	501	501	438	438	501
NO. COMPANIES		5	5	27	30	20	6	18	28	14	8	11	19	20	33	35	3	41	19	13
NO. EMPLOYEES		19	14	68	91	27	20	85	167	25	17	21	37	79	298	256	4	72	199	40

KITCHENER (GRAND VALLEY), ON

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	328	314	344	313	359	358	317	284	338	275	269	368	371	334	349	437	371	298	289	334
FIRST QUARTILE	321	291	311	281	331	331	301	261	291	221	251	281	321	301	311	413	341	251	261	291
MEDIAN	331	311	366	311	366	351	321	281	341	261	261	366	366	341	351	438	366	291	291	331
THIRD QUARTILE	331	366	388	331	388	366	331	321	366	321	281	476	413	366	388	476	388	341	311	351
NO. COMPANIES	4	9	7	22	28	23	7	23	20	7	14	9	17	20	27	25	5	33	14	15
NO. EMPLOYEES	7	14	7	43	83	49	11	146	206	19	25	17	23	110	134	61	12	48	43	59

	WORD PROCESSING OPERATOR - LEVEL B	WORD PROCESSING OPERATOR - LEVEL A	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK - LEVEL B	ACCOUNTING CLERK - LEVEL A	PAYROLL CLERK	CASHIER	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY/ ASSISTANT	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

OTTAWA, ON

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE				435	460	467			410		401				487	494		414	401	
FIRST QUARTILE				438	438	438			388		301				476	476		345	413	
MEDIAN				438	438	476			413		388				476	501		438	413	
THIRD QUARTILE				438	501	476			438		438				501	501		438	438	
NO. COMPANIES				2	2	2			2		2				2	2		2	2	
NO. EMPLOYEES				8	11	4			39		4				11	7		3	9	

REGINA, SK

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE	397	371		368	442	462	292	334	376	309	343	414	465	387	445	468		341	329	415
FIRST QUARTILE	331	341		351	413	438	281	321	331	281	311	366	413	366	413	438		291	281	366
MEDIAN	366	388		351	438	476	291	331	366	321	331	388	438	388	438	476		351	151	413
THIRD QUARTILE	438	388		366	476	501	301	351	413	331	366	501	476	413	476	501		366	366	501
NO. COMPANIES	4	5		19	16	12	5	9	10	7	10	5	8	15	14	20		18	7	6
NO. EMPLOYEES	6	10		133	91	22	102	161	156	30	31	9	32	172	101	62		33	34	15

WINNIPEG, MB

TOTAL ALL TYPES OF BUSINESS	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
JOB CATEGORY																				
AVERAGE	328	349	416	304	340	353	371	275	349	255	285	317	334	332	380	420	372	268	299	339
FIRST QUARTILE	291	311	388	281	281	311	301	241	301	231	221	251	301	281	331	388	331	231	261	311
MEDIAN	331	366	413	301	341	341	366	261	351	261	251	281	361	351	388	413	366	281	291	341
THIRD QUARTILE	341	366	476	321	388	388	476	321	413	271	271	366	366	366	438	438	413	331	321	413
NO. COMPANIES	12	12	7	27	36	23	9	27	31	16	15	15	16	20	26	30	4	44	13	11
NO. EMPLOYEES	64	28	11	111	113	35	289	202	238	67	28	74	28	65	93	56	48	73	79	22

Chapter Salary Surveys

Conducted on Different Dates than the AMS Survey

MONTREAL, PQ — **Rates Effective January, 1986** — **Montreal Chapter, AMS / Montreal Board of Trade**

Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Average	–	418	–	432	496	456	–	408	489	285	–	–	–	412	456	496	–	375	319	–
First Quartile	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Median	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Third Quartile	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
No. Companies	–	37	–	46	63	65	–	88	84	37	–	–	–	71	80	76	–	107	37	–
No. Employees	–	126	–	165	169	101	–	2,236	2,537	90	–	–	–	713	860	247	–	191	153	–

TORONTO, ON — **Rates Effective August, 1985** — **Toronto Chapter, AMS / Toronto Board of Trade**

Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Average	–	351	397	–	–	393	–	351	405	295	271	–	–	366	414	466	–	328	336	364
First Quartile	–	330	360	–	–	370	–	320	360	260	240	–	–	330	370	420	–	290	310	320
Median	–	350	390	–	–	410	–	360	400	300	260	–	–	370	410	460	–	340	330	350
Third Quartile	–	370	430	–	–	420	–	390	450	320	300	–	–	400	440	510	–	380	360	400
No. Companies	–	274	148	–	–	411	–	665	635	232	358	–	–	453	614	529	–	700	206	309
No. Employees	–	1,496	290	–	–	1,495	–	11,775	6,522	1,577	945	–	–	4,489	4,328	1,624	–	1,777	1,794	1,390

Office Salary Survey Conversion Chart

WEEKLY	BI-WEEKLY	SEMI-MONTHLY	MONTHLY	ANNUALLY
UNDER 145	UNDER 290	UNDER 314	UNDER 628	UNDER 7,540
145 - 155	290 - 310	314 - 336	628 - 672	7,540 - 8,060
156 - 165	312 - 330	338 - 358	676 - 715	8,112 - 8,580
166 - 175	332 - 350	360 - 379	719 - 758	8,632 - 9,100
176 - 185	352 - 370	381 - 401	763 - 802	9,152 - 9,620
186 - 195	372 - 390	403 - 423	806 - 845	9,672 - 10,140
196 - 205	392 - 410	425 - 444	849 - 888	10,192 - 10,660
206 - 215	412 - 430	446 - 466	893 - 932	10,712 - 11,180
216 - 225	432 - 450	468 - 488	936 - 975	11,232 - 11,700
226 - 235	452 - 470	490 - 509	979 - 1,018	11,752 - 12,220
236 - 245	472 - 490	511 - 531	1,023 - 1,062	12,272 - 12,740
246 - 255	492 - 510	533 - 553	1,066 - 1,105	12,792 - 13,260
256 - 265	512 - 530	555 - 574	1,109 - 1,148	13,312 - 13,780
266 - 275	532 - 550	576 - 596	1,153 - 1,192	13,832 - 14,300
276 - 285	552 - 570	598 - 618	1,196 - 1,235	14,352 - 14,820
286 - 295	572 - 590	620 - 639	1,239 - 1,278	14,872 - 15,340
296 - 305	592 - 610	641 - 661	1,283 - 1,322	15,392 - 15,860
306 - 315	612 - 630	663 - 683	1,326 - 1,365	15,912 - 16,380
316 - 325	632 - 650	685 - 704	1,369 - 1,408	16,432 - 16,900
326 - 335	652 - 670	706 - 726	1,413 - 1,452	16,952 - 17,420
336 - 345	672 - 690	728 - 748	1,456 - 1,495	17,472 - 17,940
346 - 355	692 - 710	750 - 769	1,499 - 1,538	17,992 - 18,460
356 - 375	712 - 750	772 - 813	1,543 - 1,625	18,512 - 19,500
376 - 400	752 - 800	815 - 867	1,629 - 1,733	19,552 - 20,800
401 - 425	802 - 850	869 - 921	1,738 - 1,842	20,852 - 22,100
426 - 450	852 - 900	923 - 975	1,846 - 1,950	22,152 - 23,400
451 - 500	902 - 1,000	977 - 1,083	1,954 - 2,167	23,452 - 26,000
OVER 500	OVER 1,000	OVER 1,083	OVER 2,167	OVER 26,000

Other AMS salary surveys to help you keep the lid on turnover

Hiring and training new employees is a costly operation and is often double or triple the cost of regular pay raises to existing employees. By keeping turnover low, you can increase your firm's profits in both time and dollars.

To help you with this task, the Administrative Management Society offers valuable publications that provide you with conclusive answers to your salary and benefit questions. These guides will help you stay competitive with other companies in your business and region.

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